DOCUMENT RESUME

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TITLE Adult Competency Education Kit. Basic Skills in Speaking, Math, and Reading for Employment. Part O. ACE Competency Based Job Descriptions: #72--Ward Clerk: #73--Account Clerk: #74--Mail Handler (Messenger): #75--Payroll Clerk.

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IDENTIFIERS Adult Competency Education Project: California (San Mateo County): Mail Room Occupations: *Mail Sorters: *Payroll Clerks

ABSTRACT

This twelfth of fifteen sets of Adult Competency Education (ACE) Based Job Descriptions in the ACE kit contains job descriptions for Ward Clerk, Account Clerk, Mail Handler (Messenger), and Payroll Clerk. Each begins with a fact sheet that includes this information: occupational title, D.O.T. code, ACE number, career ladder, D.C.T. general educational developmental level, site(s) at which job can be observed, job requirements, and job description (D.O.T.). The following pages list twenty to forty competencies (specific math and communicative activities) needed to function successfully in the occupation. Each competency is presented as (1) exact skill found to have been essential to the job during an on-site employee interview, (2) measurable instructional objective defining the skill (performance criterion, not job related), and (3) specific task with which to test a student's ability at the skill (the job-related performance criterion). (Instructional objectives match those in the ACE Taxonomy as indicated by a code identifying unit, item, and specific objective.) Skills that are prerequisite to the competencies are noted. (Additional job descriptions, kit manuals, and the project final report are also available in ERIC--see Note.) (YLB)

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ED187842

san mateo county office of education

San Mateo County Office of Education
333 Main Street
Redwood City, CA 94063
(415) 364-5600

Adult Competency Education kit

a project of the career preparation centers

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

PART O

ACE COMPETENCY BASED JOB DESCRIPTIONS:

72 - Ward Clerk
73 - Account Clerk
74 - Mail Handler (Messenger)
75 - Payroll Clerk

BASIC SKILLS IN SPEAKING, MATH, AND READING FOR EMPLOYMENT

Products and Processes
Developed by the
Adult Competency Education Project
Director, Joe Cooney

CE 016 833

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NOTE

JOB DESCRIPTION NUMBERS. ACE investigated 100 jobs and developed 68 of them into Competency Based Job Descriptions. The above 68 are numbered according to the original listing. The gaps are in the numbering only. This is a complete list of the ACE Competency Based Job Descriptions.

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: WARD CLERK

D.O.T. CODE: 219.388 (4th Ed.: 245.362-014)

A.C.E. NUMBER: 72

CAREER LADDER:

FIRST LEVEL: Ward Clerk

SECOND LEVEL: Medical Clerk

D.O.T.'s GENERAL EDUCATIONAL DEVELOPMENT LEVEL: 4

SITE WHERE THE JOB CAN BE OBSERVED:

Mills Hospital
100 South San Mateo Drive
San Mateo, CA

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Number of annual jobs in San Mateo County: 52. This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security applicant record system reports on local San Mateo County Employment Development Department job opening activity.

Job prerequisite: High school graduation or experience; physical examination; must be well-organized, flexible; must have mature personality and neat appearance.

JOB DESCRIPTION (DOT): Prepares and compiles records in hospital nursing unit, such as obstetrics, pediatrics, or surgery: Records name of patient, address, and name of attending physician to prepare medical records on new patients. Copies information, such as patients' temperature, pulse rate, and blood pressure from nurses' records onto patient's medical records. Records diet instructions. Keeps file of medical records on patients in unit. Prepares notice of patient's discharge to inform business office. Keeps records of absences and hours worked by unit personnel. Requisitions supplies designated by nursing staff. Answers telephone and relays messages to patients. Directs visitors to patient's rooms. Distributes mail, newspapers, and flowers to patients. May compile census of patients. May assist in patient care and services, such as dressing and feeding patient.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

WARD CLERK

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a ward clerk.

The right-hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisites to those competencies.

The middle column *states the skill in more general language. The controlled language of this column permits comparison of skill between occupations.

* The items in the middle column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W., and Smith, A. De W., Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.1 Prerequisite to 22H.1 Given a series of numbers in numeral form, (10, 20, 30), be able to copy series in hand-written form with 100% accuracy.

1A.2 Prerequisite to 8A.5 Identify place value of digits in a given whole number with up to seven digits.

1A.4 Prerequisite to 3A.3 Write a whole number less than 10 million given the word name of the number.

1A.5 A WARD CLERK must be able to count the number of intravenous (I.V.) feeding bottles on hand to determine when to order more from the pharmacy.

To accomplish this task, the student must be able to count a set of up to one hundred objects and state or write the number of objects counted.

To demonstrate the ability to perform this task, the student will count a stack of papers provided by the instructor.

1B.1 Prerequisite to 1B.5 Perform addition of whole numbers given instructions such as:

What is the total of 8 and 5? 8 + 5 = ____;
8 plus 5 is ____;
Find the sum of 8 and 5;
Add 8 and 5;

8
+5

1B.2 Prerequisite to 1B.5 Find the sum of a set of whole numbers of 1 - 5 digits including cases where carrying is required.

1B.3 Prerequisite to 1B.5 Perform subtraction of whole numbers given instructions such as:

8 minus 5 is_____?
Subtract 5 from 8;
Find the difference of 8 and 5;
8 - 5 = ____;

If you had 8 and gave away 5, you would have _____?

8
- 5

1B.4 Prerequisite to 1B.5 Find the difference of two 1-5 digit numbers including cases where borrowing is required.

1B.5 A WARD CLERK must be able to keep inventories of drugs and medical supplies.

To accomplish this task, the student must be able to solve a routine word problem using subtraction and/or addition of whole numbers.

To demonstrate the ability to perform this task, the student will determine the number of syr syringes on hand if there were 3,755 in stock at the beginning of the month and the weekly usage totals for this month are 375, 802, 192, 348.

KEY: 2,038

1C.1 Prerequisite to 1D.1 Perform multiplication of whole numbers given instructions such as:

6 times 2 is _____; 6 x 2 =_____;
Six two's are _____; 6
The product of 6 and 2 is _____; x2

1C.2 Prerequisite to 1D.1 Find the product of a given pair of whole numbers of which one number is up to 5 digits and the other number up to 3 digits.

1C.3 Prerequisite to 1D.1 Perform division of two simple whole numbers (no remainder) given instructions such as:

6 divided by 2 is _____; 6 ÷ 2 = _____;
2 into 6 goes _____ times; _____
The quotient of 6 divided by 2 is _____; 2) 6 = _____;
$\frac{6}{2}$ _____ .

1C.4 Prerequisite to 1D.1 Find quotients of 1 - 5 digit dividends and 1 - 3 digit divisors including cases where there are remainders.

1C.5 Prerequisite to 1D.1 Solve routine word problems using multiplication and/or division of whole numbers.

1D.1 A WARD CLERK must be able to compute the number of bottles of medicine needed to complete a prescribed daily medication plan for a patient.

To accomplish this task, the student must be able to use addition, subtraction, multiplication or division, as appropriate, in the solution of problems involving two or more functions with whole numbers.

To demonstrate the ability to perform this task, the student will determine how many cc's of liquid a patient is to receive in 10 hours and how many bottles of fluid must be ordered from the pharmacy to last the 10 hours if the doctor orders 100 cc's of i.v. liquid an hour and each bottle contains 50 cc's of liquid.

KEY: 1,000 cc's; 20 bottles.

3A.1 Prerequisite to 3A.3 Read a given 1-4 place decimal fraction and write its name in words.

3A.2 Prerequisite to 3A.3 Write a 1 - 4 place decimal fraction given the word name of the number.

3A.3 A WARD CLERK must be able to copy into a patient's medical chart increases and decreases in such measurements as pulse rate, blood pressure, and blood count.

To accomplish this task, the student must be able to arrange sets of decimal fractions in ascending or descending order.

To demonstrate the ability to perform this task, the student will write five four-digit decimal figures similar to 19.76, as given orally by the instructor, and then rearrange the figures in ascending order and read them in descending order.

3B.1 Prerequisite to 3F.1 Calculate the sum of a set of decimal fractions.

3B.2 Prerequisite to 3F.1 Calculate the difference of two decimal fractions.

3B.3 Prerequisite to 3F.1 Solve a routine word problem using addition and/or subtraction of decimal fractions.

3C.1 Prerequisite to 3F.1 Calculate the product of two decimal fractions when rounding off is (a) not required, and (b) required.

3C.3 Prerequisite to 3F.1 Calculate to a given number of decimal places, the quotient of a whole number divided into:

a. a whole number larger than the divisor;
b. a whole number smaller than the divisor;
c. a decimal fraction.

3D.1 A WARD CLERK must be able to work with milligrams, decigrams and grams when checking and measuring out doses of medicines.

To accomplish this task, the student must be able to round off decimals to a given accuracy.

To demonstrate the ability to perform this task, the student will round off the following:

25.6 milliliters, 16.1 fluid ounces, and 130.5 cc's.

3E.2 Prerequisite to 22H.1 Write a value less than $10,000,000.00 given the word name of the amount.

3E.3 Prerequisite to 22H.1 Add columns of dollars and cents values including amounts from $.01 to $9,999.99.

3E.11 A WARD CLERK must be able to complete patient charge tickets for various in-patient hospital services.

To accomplish this task, the student must be able to solve practical problems involving addition and subtraction of dollars and cents amounts.

To demonstrate the ability to perform this task, the student will determine the amount due on a bill, after the patient has paid $150.00, for: 2 injections of Demerol at $7.50 each, 3 days of hospital stay at $84.00 a day, and a long distance telephone call costing $5.90.

KEY: $122.90.

3F.1 A WARD CLERK must be able to order dosages of medication from the hospital pharmacy accurately.

To accomplish this task, the student must be able to use addition, subtraction, multiplication or division, as appropriate, in the solution of problems involving a combination of two or more functions with decimal fractions.

To demonstrate the ability to perform this task, the student will determine how many cc's of liquid a patient is to receive per hour and how many bottles of fluid must be ordered from the pharmacy if the doctor orders 1200 cc's of I.V. solution to cover a 10 hour period and each bottle contains 80 cc's of liquid.

KEY: 120 cc's; 15 bottles.

5A.1 A WARD CLERK must be able to record the amount of medicine ordered for a patient by a doctor, ordering the dosage by telephone.

To accomplish this task, the student must be able to convert:

a. a common fraction or mixed number to a decimal fraction;
b. a decimal fraction to a common fraction or mixed number.

To demonstrate the ability to perform this task, the student will listen to the following, to be read orally by the instructor, and write down the amounts of medicine required in decimal form:

a. "I want Mrs. Broner to have an increase of 3 1/2 grams."
b. "The patient's medication is to be maintained at 2 1/4 cc's."
c. "We'll start the patient at 1/10 grain every three hours."

6G.1 Prerequisite to 6G.6 Add and subtract 12-hour clock times including cases where borrowing is required.

6G.3 Prerequisite to 6G.6 Add a time interval to a 12-hour clock time.

6G.4 Prerequisite to 6G.6 Subtract a time interval from a 12-hour clock time.

6G.6 A WARD CLERK must be able to keep records of staff hours assigned and worked.

To accomplish this task, the student must be able to add and subtract 12-hour clock times, add and subtract time intervals, and calculate hours per day, week, and month.

To determine the ability to perform this task, the student will determine how many hours a person worked if he worked from 8:00 A.M. to 3:00 P.M. Tuesday, 7:00 A.M. to 12:00 noon Thursday, and 10:00 A.M. to 4:00 P.M. Friday.

KEY: 18 hours.

6G.7 A WARD CLERK must be able to schedule ward staff activity with a patient so that each staff member has adequate time with a patient to fulfill a prescribed task.

To accomplish this task, the student must be able to estimate the actual duration of time expended to perform routine functions correct within 50% of actual duration.

To demonstrate the ability to perform this task, the student will estimate the time it takes to dress, make coffee, eat breakfast and arrive at the ACE project.

8A.3 Prerequisite to 8A.5 Identify a series of consecutive whole numbers or multiples of whole numbers with or without equal subdivisions between numbers on a measuring device, as a graduated scale.

8A.4 Prerequisite to 8A.5 Write the size of the interval between:

a. numerals on a graduated scale.
b. subdivisions on a graduated scale.

8A.5 A WARD CLERK must be able to record a patient's daily temperature changes on a graph in the patient's medical chart.

To accomplish this task, the student must be able to write the amount shown on a graduated scale like that of a thermometer.

To demonstrate the ability to perform this task, the student will examine the thermometer on the left and write the number of degrees to which the arrow points.

KEY: 98.4.

9D.2 A WARD CLERK must be able to write units of metric measurement in recording doctor's orders and lab results in a patient's medical chart.

To accomplish this task, the student must be able to convert English measurements to metric measurements, when necessary, using a conversion table.

To demonstrate the ability to perform this task, the student will examine table 72-A and write the milligram equivalent of 6 grains.

KEY: 388.8 milligrams.

9F.2 A WARD CLERK must be able to write units of metric measurement in recording doctor's orders and lab results in a patient's medical chart.

To accomplish this task, the student must be able to convert English measurements to metric measurements, when necessary, using a conversion table.

To demonstrate the ability to perform this task, the student will examine table 72-A and determine the milliliter equivalent of 2 fluid ounces.

KEY: 59.146 milliliters.

10A.1 Prerequisite to 10B.1 Read specified data from a simple line, bar or circle graph.

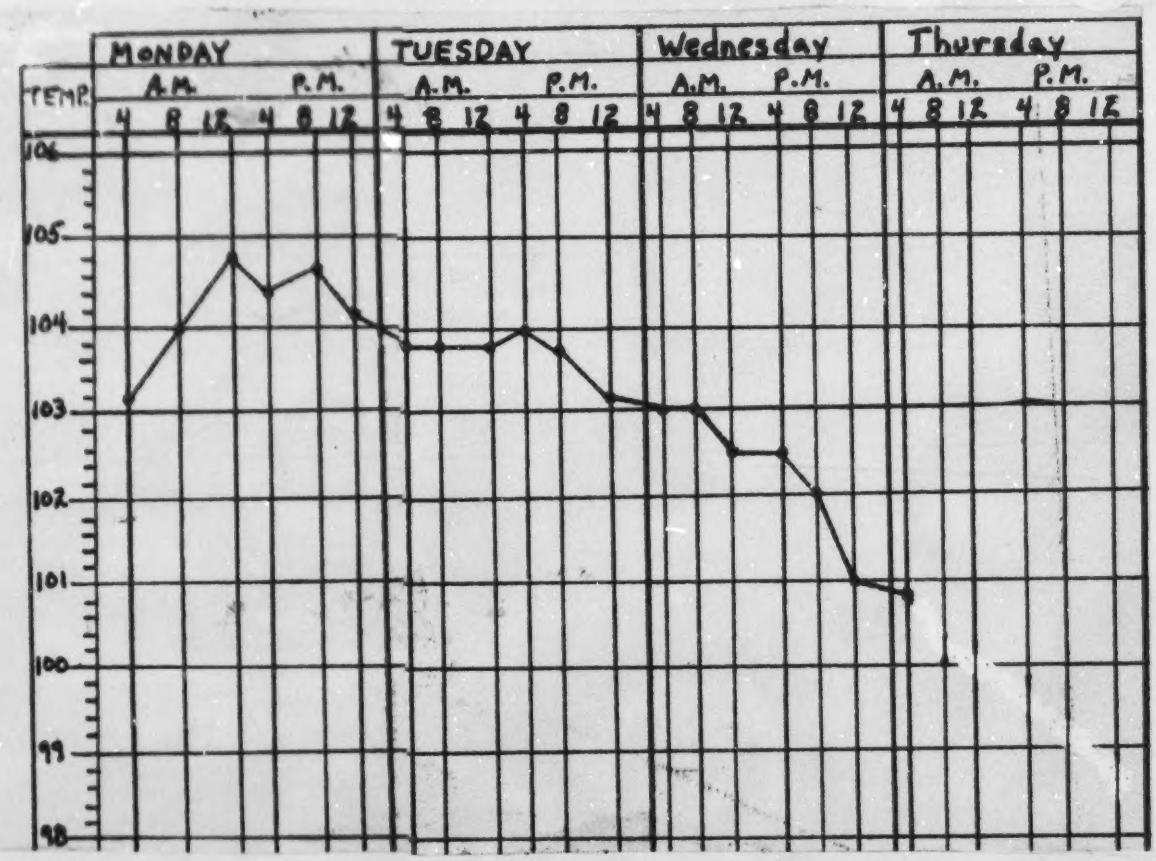
10B.1 A WARD CLERK must be able to read and plot a temperature graph in a patient's medical chart.

To accomplish this task, the student must be able to read specified data from a simple graph, and construct such graphs, given the simple data necessary to complete the task.

To demonstrate the ability to perform this task, the student will examine the graph below and:

a. determine the patient's temperature at noon on Monday and at noon on Wednesday.
b. fill in the graph, given the following thermometer readings: Thursday, 8:00 A.M. - 100.2; 12:00 A.M.-99.8; 4:00 P.M. - 99; 8:00 P.M. - 98.8; 12:00 P.M. - 98.5.

KEY: For a.: 104.6°; 102.5°.



13A.1 Prerequisite to 20A.1 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

13A.2 Prerequisite to 20A.1 Given the letters of the alphabet in manuscript form and in random order, read each letter correctly in the proper alphabetical order.

15A.1 Prerequisite to 15A.2 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 A WARD CLERK must be able to order supplies for the ward, understand their use and see that they are properly stored for later distribution.

To accomplish this task, the student must be able to read words from the labels of frequently used products or products used in a given occupation.

To demonstrate the ability to perform this task, the student will accurately read the following label.

CALADRYL LOTION

Drying - Antihistaminic - Calamine - Benadryl Lotion

For relief of itching due to mild skin irritations and sunburn. Contains: Calamine, Benadryl (diphenhydramine hydrochloride) Camphor and Alcohol. Shake well. Keep away from eyes or other mucous membranes. For external use only. Do not refrigerate. Not effective past the date stamped on bottle.

15A.3 A WARD CLERK must be able to communicate with ward staff and with patients and visitors.

To accomplish this task, the student must be able to read and use words from a list of words common to the vocabulary of a given occupation.

To demonstrate the ability to perform this task, the student will match the following with 90% accuracy:

A. chart	1. an individual awaiting or under medical care and treatment
B. pediatrics	2. a degree of hotness or coldness measured on a definite scale
C. obstetrics	3. the number of patients on a floor at a given time
D. surgery	4. a regular throbbing caused in the arteries by the contraction of the heart
E. discharge	5. a body of persons employed in some service
F. diet	6. a written request for something, such as equipment
G. pulse	7. a branch of medicine concerned with diseases and conditions requiring operative procedures
H. census	8. a branch of medical science that deals with birth and with its antecedents and sequels
I. patient	9. a branch of medicine dealing with children, their development, care and diseases
J. temperature	10. a record kept of patient progress, medication, diet, lab tests and any other information necessary to the care of the patient while in the hospital
K. personnel	11. of, relating to, situated near, or acting on, the heart
L. requisition	12. a regimen of special or limited food and drink chosen or prescribed for health
M. cardiac	13. to emit fluids; to be released from the hospital

Key KEY:1-I, 2-J, 3-H, 4-G, 5-K, 6-L, 7-D, 8-C, 9-B, 10-A, 11-M, 12-F, 13-E.

15B.1 A WARD CLERK must be able to understand and interpret functional hospital signs and be able to place a patient's medical record regarding sensitivity to drugs or foods.

To accomplish this task, the student must be able to read aloud and explain a series of common functional signs (e.g., safety signs, road signs, etc.).

To demonstrate the ability to perform this task, the student will read and interpet to the instructor the following phrases which can be found on hospital signs:

Isolation	Contagious
Drug Sensitivity	No Visitors
Medical Staff Only	Watch Your Step
Harmful if Swallowed	

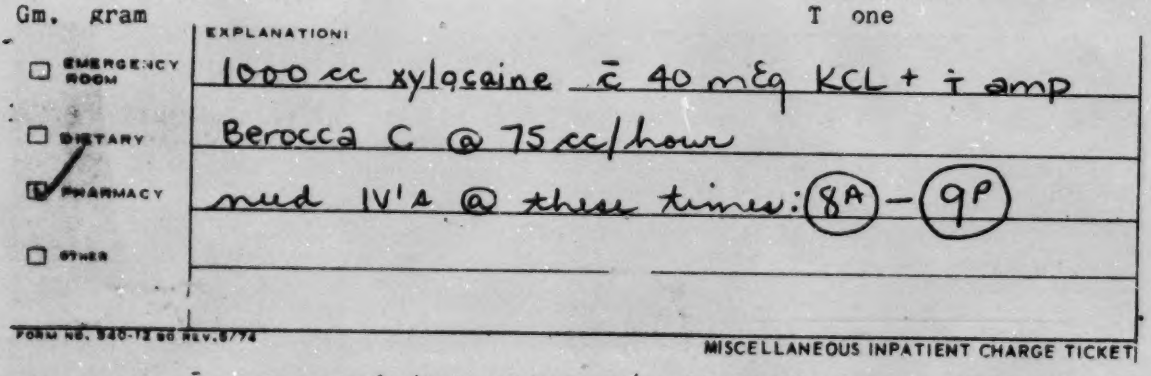
16A.1 Prerequisite to 16A.4 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.2 A WARD CLERK must be able to read, understand and use common hospital abbreviations to facilitate record keeping.

To accomplish this task, the student must be able to interpret terminology and abbreviations found in forms.

To demonstrate the ability to perform this task, the student will read the following form, note the abbreviations and locate them on the table of common abbreviations below:

a.c. before meals
ad lib. as desired, at pleasure
alt. dieb. every other day
alt.hor. every other
alt.noc. every other night
amp. ampule
amt. amount
b.i.d. twice a day
B.P. blood pressure
$\bar{c}$ with
cap capsule
cc. cubic centimeter
C. = one hundred
cont. continuously
dos. a dose
dr. or ʒ dram, drams
ECG electrocardiogram
EEG electroencephalogram
ext. extract
Eq. water
F. or Fahr. Fahrenheit
fl. dr. fluid dram
fl. oz. fluid ounce
Gm. gram
gr. grain
gtt. drop
H. or hr. hour
h.s. hour of sleep
H or hypo. hypodermic
I.M. intramuscular
I.V. intravenous
KCL potassium chloride
m. minim
mg. milligram
noct. night
a.d. or q.d. every day
o.m. every morning
o.n. every night
oz. or ℥ ounce
p.c. after meals
P.O. by mouth
p.r.n. whenever necessary
P.S.P. phenolsulfonphthalein test
pulv. powder
q every
q hs at bed time
$\bar{s}$ without
T one


EXPLANATION:
EMERGENCY ROOM
DIETARY
PHARMACY
OTHER
1000 cc xylocaine c̄ 40 mEq KCL + 1 amp
Berocca C @ 75 cc/hour
mvd IV's @ these times: (8A) – (9P)
FORM NO. 520-12 50 REV. 8/74
MISCELLANEOUS INPATIENT CHARGE TICKET

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 A WARD CLERK must be able to keep records of patient progress, inventory and supply information, and staff activity.

To accomplish this task, the student must be able to identify forms and their use and answer factual questions based on the data on the forms.

To demonstrate the ability to perform this task, the student will determine that form 72-B is a sheet of paper on which to attach miscellaneous lab result slips for placement into a patient's medical chart and that 72-F is a form for listing medications to be given a patient and that on 11/29, 30 cubic centimeters of Maalox was ordered to be given by mouth every one hour during the patient's waking hours.

16B.1 Prerequisite to 16B.3 Describe the uses of charts and tables and define them as a visual way to give information in a compact and organized form.

16B.2 Prerequisite to 16B.3 State the type of information recorded on given charts or tables.

16B.3 A WARD CLERK must be able to use tables and charts in order to read and record medical data in a patient's record, and to communicate information to other staff working with a patient.

To accomplish this task, the student must be able to state the type of information recorded on given charts and tables and answer factual questions based on the data supplied.

To demonstrate the ability to perform this task, the student will determine that 72-A is a table of weights and measures showing U.S. Metric, Avoirdupois, Troy, Apothecaries, British Imperial measurement systems; and that 72-G is a record sheet which, when completed becomes a series of tables of patient progress, showing for example, that if a patient's temperature were plotted on the dotted line for all the time covered by the table, the patient would have a temperature of 98.6 or normal for four days.

16D. 1 Prerequisite to 16D.6 Identify a manual as a handbook of instructions and/or information related to one topic, and give an example of a manual.

16D.2 Prerequisite to 16D.6 Identify the particular kind of information or directions included in a given manual, using the title, table of contents, and/or index as guide.

16D.3 Prerequisite to 16D.6 Identify the parts of a given manual which apply to a given situation using the table of contents and/or index as guide.

16D.5 Prerequisite to 16D.6 Apply instructions or information from a given manual to a particular situation given an oral description of a problem that can be solved using information from the manual.

16D.6 A WARD CLERK must be able to use a telephone book, a medical dictionary, a resource directory, a nurses' manual, a manual of hospital policies and procedures and a patient's medical chart which serves as a manual of patient progress while in the hospital.

To accomplish this task, the student must be able to identify the particular kind of information or directions included in a given manual; apply information or instructions from a given manual to a particular situation given an oral description of a problem that can be solved using a manual; and be able to answer factual questions based on the manual such as hours of work, rates of pay, vacation or other sick leave, grievances, promotion and discipline.

To demonstrate the ability to perform this task, the student will determine from 72-C that one of the duties of a ward clerk is to check patient's Identaband and addressograph plate for accuracy and that bone marrow biopsies are scheduled through the Pathology department.

17A.7 A WARD CLERK must be able to schedule staff time with a patient based on a doctor's orders of work to be performed by staff members. 1127

To accomplish this task, the student must be able to recall a list of activities to be performed given a set of written instructions.

To demonstrate the ability to perform this task, the student will read the following and then relate it to the instructor from memory:

The patient is not to eat anything after 8:00 tonight
Barium will be given at 8:00 tomorrow morning
Make an X-ray appointment for 8:15 tomorrow morning

19A.6 Prerequisite to 19A.15 Identify the main outcome expected from spoken directions.

19A.10 Prerequisite to 19A.15 Answer "who", "what", "where", "when" and literal "why" questions based on spoken information.

19A.12 Prerequisite to 19A.15 List directions that were given by a speaker.

20A.1 A WARD CLERK must be able to read, write, file and type using letters of the alphabet in manuscript form.

To accomplish this task, the student must be able to read and pronounce each letter correctly when given in random order, and also in alphabetical order; and write or print the letters in correct order.

To demonstrate the ability to perform this task, the student will read the following letters as written, then in alphabetical order, and type and/or write the letters in correct order.

M Z O G J V X T

21A.2 A WARD CLERK must be able to schedule staff time and date forms and records accurately.

To accomplish this task, the student must be able to locate dates on a current calendar given specific dates to locate.

To demonstrate the ability to perform this task, the student will locate Thursday, October 28, and Monday, December 6 on a 1977 calendar.

21A.4 Prerequisite to 21A.7 Given a standard clock, tell correct time to within 5 minutes of actual time.

21A.5 Prerequisite to 21A.7 Given times of the day, be able to write time:

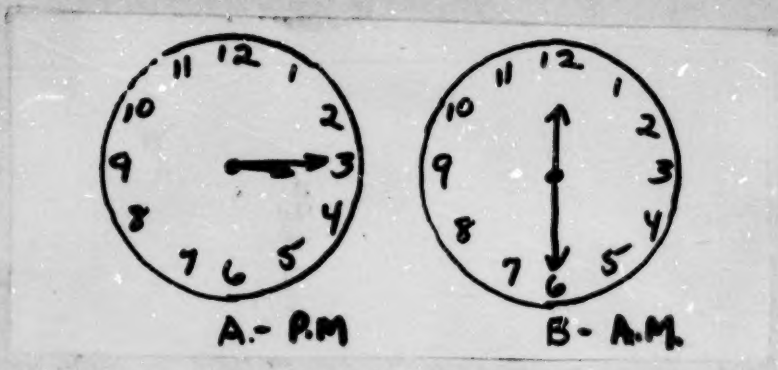
a. 8:00
b. eight o´clock
c. 8 o´clock
d. 8 P.M.

21A.6 Prerequisite to 21A.7 Explain and use correctly the abbreviations A.M. and P.M.

21A.7 A WARD CLERK must be able to follow a time related schedule of work and communicate to visitors and staff time related information.

To accomplish this task, the student must be able to tell correct time to within 5 minutes of actual time; be able to write time; explain and use both hospital and common abbreviations for time; and explain and use correctly such expressions as: quarter to; half past; quarter of; quarter past.

To demonstrate the ability to perform this task, the student will determine the time on Clock A below is 3:15 in the afternoon, and can be stated as quarter past three; and that the time on Clock B is 12:30 in the morning or half past twelve.



21A.8 A WARD CLERK must be able to write and type patient addresses and names on forms.

To accomplish this task, the student must be able to write names and addresses using proper capitalization and punctuation.

To demonstrate the ability to perform this task, the student will correctly capitalize and punctuate the following address:

mr mark a hakin
1310 brookside drive
milpitas california 95035

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, type or write phrases on forms which are legible and which convey the desired information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.7 A WARD CLERK must be able to complete forms for payroll deductions.

To accomplish this task, the student must be able to complete federal government forms which are in current use for income tax, medical and hosptial services, census, etc.

To demonstrate the ability to perform this task, the student will fill out the following W-2 form.

1130

Form **W-4**
(Rev. Sept. 1974)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name

Your social security number

Home address (Number and street or rural route)

Marital status
☐ Single ☐ Married
(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code

1 Total number of allowances you are claiming . . . . . .

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ ..... Date ▶ ....., 19.....

22D.1 A WARD CLERK must be able to write short telephone messages for staff.

To accomplish this task, the student must be able to convey information such as appointments, telephone calls received, visitors, etc., which supply necessary data about "who", "when", "what", and "how".

To demonstrate the ability to perform this task, the student will write a message to a ward nurse based on the following telephone conversation, read by the instructor:

"This is Dr. Jones. Tell Nurse Murphy that I want to change staff rounds to after 3:00 today because I have emergency surgery. I would like to have Dr. Clare check the patient in Room 403 before rounds."

22H.1 A WARD CLERK must be able to fill in requisition slips for supplies and patient services.

To accomplish this task, the student must be able to fill out the appropriate portions of a form, given the necessary data in words or figures.

To demonstrate the ability to perform this task, the student will record the information from 22E.1 onto form 72-E.

26A.1 Prerequisite to 26B.1 Sort data by given classification criteria (e.g., alphabetical order).

26B.1 A WARD CLERK must be able to sort and file forms, bottles of medicine, and patient's medical charts.

To accomplish this task, the student must be able to sort data by given classification criteria.

To demonstrate the ability to perform this task, the student will arrange fifty address cards alphabetically by last name and then by zip code.

1132

72-A

Substitute complete table of weights and measures

72-B

458'

2-8954321

Jones, John 11-1-05

Dr. Smith

MEMORIAL HOSPITAL

MATEO DRIVE - PHONE 242

CALIFORNIA

MISCELLANEOUS RESULTS ONLY

DO NOT MOUNT HEMATOLOGY I & II, CHEMISTRY I & II, MICROBIOLOGY, PH & BLOOD GASES, OR SPECIAL ROUTINE ENTRY LAB REPORTS ON THIS SHEET.

1

PLACE SECOND REPORT ON THIS LINE

PLACE THIRD REPORT ON THIS LINE

ALIGN COLORED EDGE OF REPORT WITH THIS BORDER

1134 - 1134 - 1136 72-C

Substitute job description for ward secretary

72-D

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 **EDUCATIONAL RECORD**

Circle Highest Grade Completed 8 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. **EMPLOYMENT INFORMATION** (Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____ From ____ mo. ____ year

Address ____ To ____ mo. ____ year

Supervisor's Name & Title ____ Phone ____ Total ____ years ____ months

Your Title ____ Full Time ☐ Part Time ☐

Duties ____ Last Salary ____

Reason for leaving ____

Employer ____ From ____ mo. ____ year

Address ____ To ____ mo. ____ year

Supervisor's Name & Title ____ Phone ____ Total ____ years ____ months

Your Title ____ Full Time ☐ Part Time ☐

Duties ____ Last Salary ____

14. **PERSONAL REFERENCES - GIVE THREE** (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

1138

72-E

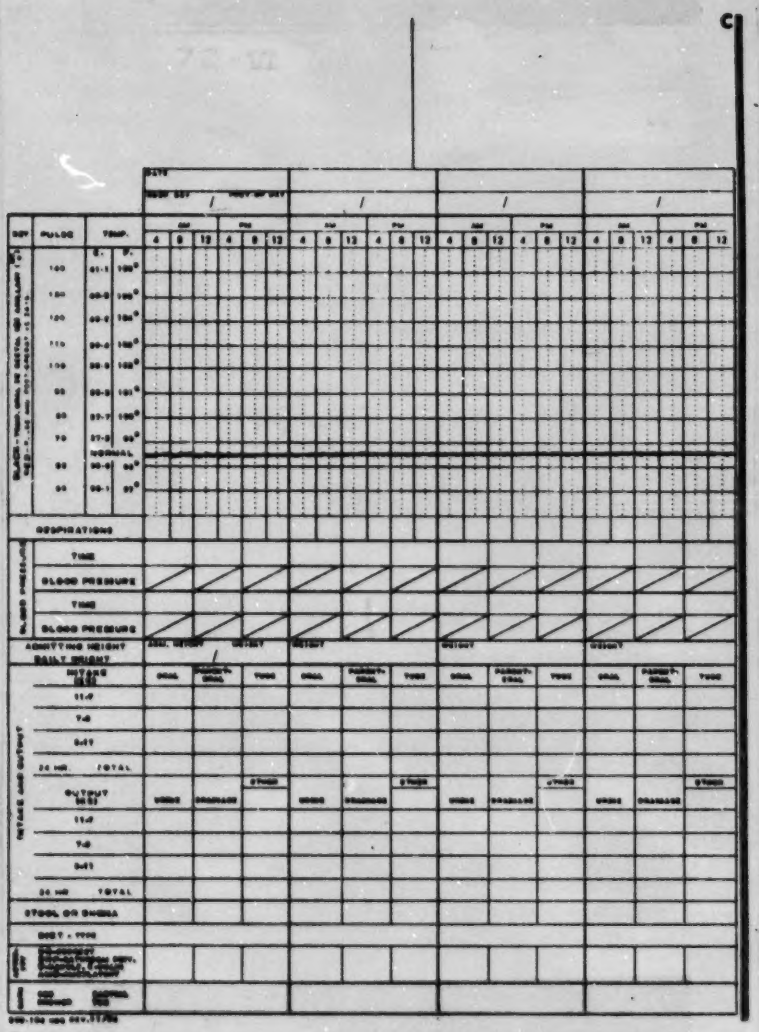
Substitute doctor's order sheet

72-F

11/29	Maalox 30cc	PO	q1°	while awake

example of writing clearly, using abbreviations so all understand. The "q1°" (every one hour) could be construed with poor handwriting, to mean 910 (q9°)

72-G


C
DATE
DAY OF HOSP.
DAY OF ILL.
AM
PM
4
8
12
DAY
PULSE
TEMP.
RESPIRATIONS
TIME
BLOOD PRESSURE
ADMITTING WEIGHT
DAILY WEIGHT
INTAKE AND OUTPUT
ORAL
PARENTERAL
TUBE
URINE
DRAINAGE
STOOL OR EMESIS
DIET - TYPE

A.C.E. COMPETENCY BASED JOB DESCRIPTION 73

OCCUPATIONAL TITLE: ACCOUNT CLERK

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: Account Clerk

D.O.T. CODE: 219.488 (4th Ed.: 216.482-010)

A.C.E NUMBER: 73

CAREER LATTICE:

FIRST LEVEL: Account Clerk I

SECOND LEVEL: Assistant Bookkeeper, Payroll Clerk, Bookkeeper, Accountant

THIRD LEVEL: Certified Public Accountant Statistician

D.O.T.'s General Educational Level: 4

SITE WHERE THE JOB CAN BE OBSERVED:

San Mateo County Office of Education
333 Main Street
Redwood City, CA

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of Annual Jobs in San Mateo County: 398. This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Usual Entrance Requirements - Six months experience, both written and typing tests (25 wpm), bookkeeping course involving record-keeping and auditing, and high school graduation or equivalent.

JOB DESCRIPTION (D.O.T.) - Performs a variety of routine calculating, posting, and typing duties to accomplish accounting: Posts details of business transactions, such as allotments, disbursements, deductions from payrolls, pay and expense vouchers, remittances paid and due, checks, and claims. Totals accounts using adding machine. Computes and records interest charges, refunds, cost of lost or damaged goods, freight or express charges, rentals and similar items. May type vouchers, invoices, account statements, payrolls, periodic reports and other records. May be designated according to type of accounting performed as ABSTRACT RE-EXAMINATION CLERK, ACCOUNTS PAYABLE CLERK, ACCOUNTS RECEIVABLE CLERK, RENT AND MISCELLANEOUS REMITTANCE CLERK, TAX RECORD CLERK, TICKET REBATE CLERK.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

ACCOUNT CLERK

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as an account clerk.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The center column* states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

* The items in the center column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W. and Smith, A. De W., Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.2 Prerequisite to 1A.5 — Identify place value of digits in a given whole number with up to seven digits.

1A.3 Prerequisite to 1A.5 — Read a given whole number less than ten million and write its name in words.

1A.4 Prerequisite to 3A.2 — Write a whole number less than ten million given the word name of the number.

1A.5 The ACCOUNT CLERK must be able to verify that each invoice is entered on the books.

To accomplish this task, the student must be able to count a set of up to 100 objects and state or write the number of objects counted.

To demonstrate the ability to perform this task, the student will count a stack of $8\frac{1}{2}$" x 11" papers and write the total in the blank below.

_____

1B.1 Prerequisite to 3B.1 — Perform addition of whole numbers given instructions such as:
What is the total of 8 and 5?
8 plus 5 is ____; 8 + 5 = ____;
Find the sum of 8 and 5; 8
Add 8 and 5; +5.

1B.2 Prerequisite to 3B.1 — Find the sum of a set of whole numbers of 1-5 digits including cases where carrying is required.

1B.3 Prerequisite to 22H.1 — Perform subtraction of whole numbers given instructions such as:
8 minus 5 is ____;
If you had 8 and gave away 5, you would have ____;
Subtract 5 from 8;
Find the difference of 8 and 5;
8 - 5 = ____; 8
-5.

1B.4	Prerequisite to 22H.1	Find the difference of two 1-5 digit numbers including cases where borrowing is required.
1C.1	Prerequisite to 3C.1	Perform multiplication of whole numbers given instructions such as: 6 times 2 is ____; 6 x 2 ____; Six two's are ____; 6 The product of 6 and 2 is ____; x2.
1C.2	Prerequisite to 3C.1	Find the product of a given pair of whole numbers of which one number is up to five digits and the other number up to three digits.
1C.3	Prerequisite to 3C.3	Perform division of two simple whole numbers (no remainder) given instructions such as: 6 divided by 2 is ____; 6 ÷ 2 = ____; 2 into 6 goes ____ times; 2)6 = ____; The quotient of 6 divided by 2 is ____; $\frac{6}{2}$ = ____.
1C.4	Prerequisite to 3C.3	Find quotients of 1-5 digit dividends and 1-3 digit divisors including cases where there are remainders.
1E.1	Prerequisite to 3E.8	Round off a number to the nearest ten, hundred, thousand, ten thousand or hundred thousand.
2A.1b	Prerequisite to 5A.1	Read fractions orally and explain that a fraction represents a given number of parts out of a total number of equal parts.
2A.4	Prerequisite to 5A.1	Write equivalent fractions for a given fraction given a new numerator and denominator.
2A.8	Prerequisite to 5A.1	Given two fractions, write equivalent fractions for each using the common denominator.

3A.1 The ACCOUNT CLERK must be able to recognize percentages used as multipliers for F.I.C.A., S.D.I., or pension plans.

To accomplish this task, the student must be able to read a given 1-4 place decimal fraction and write its name in words.

To demonstrate the ability to perform this task, the student will read the following decimals aloud and write their names in words:

.7, .305, .032, .0018

3A.2 The ACCOUNT CLERK must be able to gather information over the telephone for monthly reports.

To accomplish this task, the student must be able to write a 1-4 place decimal fraction given the word name of the number.

To demonstrate the ability to perform this task, the student will listen to the following numbers (to be read orally by the instructor) and write them in numeral form:

One-tenth;
Twenty-four one-thousandths;
One and thirty-five ten-thousandths;
Five and two one-hundredths.

3B.1 The ACCOUNT CLERK must be able to work with the asset column of ledgers.

To accomplish this task, the student must be able to calculate the sum of a set of decimal fractions.

To demonstrate the ability to perform this task, the student will correctly solve the following problems:

a.	b.	c.	d.
3.75	100.001	1.005	65.14
2.24	90.09	2.050	25.28
	11.11	3.505	12.42
			7.16

Key: a. 5.99; b. 201.201; c. 6.560; d. 110.00.

3B.2 Prerequisite to 22H.1 Calculate the difference of two decimal fractions.

3C.1 The ACCOUNT CLERK must be able to work with S.D.I. and retirement rates to determine deductions.

To accomplish this task, the student must be able to calculate the product of two decimal fractions when rounding off is (a) required, and (b) not required.

To demonstrate the ability to perform this task, the student will determine the products indicated below and then will round off each product to two decimal places:

a. 100.67 x .035

b. 746.08 x .005

c. 9,846.49 x .0375

d. 26,492.89 x .004

KEY: a. 3.52345 (3.52); b. 3.7304 (3.73); c. 369.24375 (369.24); d. 105.9756 (105.97).

3C.2 Prerequisite to 3C.5 State or write the product of a number and a power of ten between .001 and 1,000 without written calculation.

3C.3 The ACCOUNT CLERK must be able to make up composite ADA (Average Daily Attendance) figures.

To accomplish this task, the student must be able to calculate to a given number of decimal places the quotient of a <u>whole number</u> divided into:

a. a whole number larger than the divisor,
b. a whole number smaller than the divisor,
c. a decimal fraction.

To demonstrate the ability to perform this task, the student will solve the following problems to 4 decimal places:

a. 1,475 ÷ 3,000

b. 651 ÷ 300

c. $8\overline{)1.56}$

d. $\frac{660}{225}$

KEY: a. .4917; b. 2.1700; c. .1950; d. 2.9333.

3C.4 Prerequisite to 4C.2 Calculate to a given number of decimal places, the quotient of a decimal fraction divided into:

a. a decimal fraction;
b. a whole number.

3C.5 The ACCOUNT CLERK must be able to use ledgers where numbers represent thousands or millions of dollars.

To accomplish this task, the student must be able to state or write the quotient of a number divided by a power of ten between .001 and 1,000 without written calculation.

To demonstrate the ability to perform this task, the student will write the following quotients without writing out the process:

a. 1,879,400 ÷ 1,000
b. 18,645 ÷ 100
c. 14.75 ÷ .01
d. 67,410 ÷ .1

KEY: a. 1,879.4; b. 186.45; c. 1,475; d. 674,100.

3D.1 Prerequisite to 3E.8 Round off a decimal fraction to the nearest tenth, hundredth, thousandth, or ten-thousandth.

3E.1 Prerequisite to 22H.1 Read a given value less than $10,000,000.00 and write or state its name in words.

3E.2 Prerequisite to 22H.1 Write a value less than $10,000,000.00 given the word name of the amount.

3E.3 The ACCOUNT CLERK must be able to add assets and liabilities on ledgers.

To accomplish this task, the student must be able to add columns of dollars and cents values including amounts from $.01 to $9,999.99.

To demonstrate the ability to perform this task, the student will perform the additions indicated below:

40

a.	b.	c.	d.
$75.10	$675.42	$1,875.02	$7,750.69
14.98	113.10	8,410.37	6,412.00
	45.25	1,998.49	1,981.77
			4,562.19

KEY: a. $90.08; b. $833.77; c. $12,283.88; d. $20,706.65.

3E.4 Prerequisite to 22H.1 Subtract one amount of money from another with values up to $10,000.00.

3E.5 Prerequisite to 22H.1 Calculate the total cost of up to twenty-five items of equal value.

3E.8 The ACCOUNT CLERK must be able to work with only the dollar part of an amount in the ledgers.

To accomplish this task, the student must be able to round off an amount of money to the nearest dollar, ten dollars, hundred dollars, or thousand dollars.

To demonstrate the ability to perform this task, the student will round the following amounts of money to the nearest dollar:

a. $187.14 b. $674.92
c. $49,492.49 d. $1,876,492.50

KEY: a. $187; b. $675; c. $49,492; d. $1,876,493.

3F.1 Prerequisite to 5D.4 Use addition, subtraction, multiplication or division, as appropriate, in the solution of problems involving a combination of two or more functions with decimal fractions.

4A.2 Prerequisite to 4C.1 Identify the percent symbol (%) by writing in words a given percentage.

4B.1 Prerequisite to 4C.1 Calculate a percent of a number of the following types:

5% of 170 = ____;
5.7% of 170 = ____;
5.7% of 17.43 = ____.

4B.2 Prerequisite to 4C.2 Calculate percent problems like determining what percent one number is of another such as:

12 is ____% of 60?
12.5 is ____% of 60?
12 is ____% of 60.5?

4B.3 **Prerequisite to 4C.3** Calculate percent problems like determining a number when a percent of it is known such as:

5% of ____ = 60;
5.5% of ____ = 60;
5.5% of ____ = 60.5.

4C.1 The ACCOUNT CLERK must be able to determine various payroll deductions and/or sales taxes at year's end.

To accomplish this task, the student must be able to solve a routine word problem involving the calculation of the percent of a number.

To demonstrate the ability to perform this task, the student will determine the sales tax ($5\frac{1}{2}\%$) on yearly sales of $4,897,612.43.

KEY: $269,368.68

4C.2 The ACCOUNT CLERK must be able to determine the depreciation rate of various tangible assets.

To accomplish this task, the student must be able to solve a routine word problem involving the calculation of a rate.

To demonstrate the ability to perform this task, the student will determine the percent of depreciation given that the value of an item new is $4,000.00 and after one year it is worth $3,400.00.

KEY: 15%

4C.3 The ACCOUNT CLERK must be able to verify figures used in calculating depreciation.

To accomplish this task, the student must be able to solve a routine word problem involving the calculation of a base.

To demonstrate the ability to perform this task, the student will determine the original value of an item given that its value is now $1,800.75 and the depreciation is 25%.

KEY: $2,400.

5A.1 The ACCOUNT CLERK must be able to use rates given as fractions to calculate depreciations and deductions.

To accomplish this task, the student must be able to convert:

a. a common fraction or mixed number to a decimal fraction.
b. a decimal fraction to a common fraction or mixed number.

To demonstrate the ability to perform this task, the student will convert the following fractions to their decimal equivalents:

a. 1/2 b. 3/8
c. 1/3 d. 3/5

KEY: a. .5; b. .375; c. .333; d. .6.

5A.3 Prerequisite to 4C.2 Convert: a. a percent to a fraction
b. a fraction to a percent

5B.1 Prerequisite to 5B.2 Determine the average of a group of numbers.

5B.2 The ACCOUNT CLERK must be able to find the average monthly sales.

To accomplish this task, the student must be able to solve a practical problem involving the calculation of the average of a group of numbers.

To demonstrate the ability to perform this task, the student will determine the average quarterly sales for a company given that sales for January through March were $1,876,412.82; April through June were $2,623,317.42; July through September were $1,678,413.33; and October through December were $2,188,419.31.

KEY: $2,091,640.72.

5C.3 Prerequisite to 5D.4 Write a ratio, given a description of two numbers or items, one of which must be determined by addition or subtraction of the numbers in a given ratio.

5D.1 Prerequisite to 5D.4 Identify an equality of two ratios in the form of: a:b = c:d, $\frac{a}{b} = \frac{c}{d}$, "a is to b as c is to d", or "a parts to b parts is the same as c parts to d parts", etc., as a proportion.

5D.2 Prerequisite to 5D.4 Calculate the unknown number given three numbers in a proportion.

5D.4 The ACCOUNT CLERK must be able to determine the salary for a person who does not work out the full contract.

To accomplish this task, the student must be able to solve a routine word problem involving the solution of a proportion.

To demonstrate the ability to perform this task, the student will solve the following problem:

Countee Cullen was contracted to work 180 days at a salary of $30,000.00. Because of sickness, only 156 days were worked. What would the amended salary be?

KEY: $26,000.

13A.1 Prerequisite to 15A.2 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

13A.2 Prerequisite to 26A.1 Given the letters of the alphabet in manuscript form and in random order, read each letter correctly in the proper alphabetical order.

15A.1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 The ACCOUNT CLERK must be able to use a variety of office products safely and correctly.

To accomplish this task, the student must be able to read words from the labels of frequently-used products.

To demonstrate the ability to perform this task, the student will read aloud the following words and phrases and briefly explain their meanings to the instructor.

flammable	self-adhesive
permanent ink	10 # bond
shake well	corrosive

15A.3 The ACCOUNT CLERK must be able to read computer printouts and communicate with co-workers and supervisors.

To accomplish this task, the student must be able to read and use in an oral sentence words from a list of words common to the vocabulary of a given occupation.

To demonstrate the ability to perform this task, the student will read each of the words on the next page aloud and then correctly match it with the appropriate definition.

A.	fiscal	1. category of expenditure
B.	ledger	2. authorization for the payment of money
C.	audit	3. set aside expense - cannot allocate to funding source
D.	voucher	4. entry on the left-hand side of an account, giving rise to an increase in an asset account or decrease in a net worth account
E.	warrant	5. having to do with finances or money
F.	debit	6. plan adjusting expenses to the expected income during a certain period.
G.	credit	7. change in line item
H.	line item	8. the book of final entry, in which a record of debits, credits, and all money transactions is kept
I.	amendment	9. transfer or enter an item to the ledger
J.	revision	10. formal, periodic examination and checking of accounts or financial records
K.	suspense account	11. change in total amount of money
L.	post	12. deduction from a debt or acknowledgment of a payment
M.	budget	13. paper giving evidence of or attesting to the expenditure or receipt of money

KEY: A-5, B-8, C-10, D-13, E-2, F-4, G-12, H-1, I-11, J-7, K-3, L-9, M-6.

16A.1 Prerequisite to 16A.4 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.2 Prerequisite to 16A.4 Interpret terminology and abbreviations frequently found in forms.

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 The ACCOUNT CLERK must be able to read petty cash reimbursements, work requests, and requisitions.

To accomplish this task, the student must be able to, given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders, answer factual questions based on the data on the forms.

To demonstrate the ability to perform this task, the student will examine exhibit 73-A and determine the following information:

a. Total number of children funded in October;
b. Total days accountable 1978-1979 up to the end of November;
c. Number of unexcused absences in November;
d. Which month had the lowest percentage of attendance? The highest?

KEY: a. 18; b. 890; c. 2; d. September, both October and November had 100%

17A.1 Prerequisite to 17A.3 Select appropriate titles for paragraphs, given a list of titles.

17A.2 Prerequisite to 17A.3 Match a given list of main ideas to appropriate paragraphs.

17A.3 The ACCOUNT CLERK must be able to read state guidelines and fiscal requirements to determine appropriateness of accounting methods.

To accomplish this task, the student must be able to identify orally the main idea in a given paragraph.

To demonstrate the ability to perform this task, the student will read the paragraph below and state the main idea presented:

The basic idea underlying accounting is expressed by the word balance, as used in the sense of balancing the books. Every transaction is regarded as a transfer from one account to another, in other words, an "addition" to one account is balanced by a "subtraction" from another, and since the two operations are theoretically done at the same time, the books are always in balance if no error has been made. However, instead of the words "addition" and "subtraction," which apply here only in the algebraic sense, the accountant uses the words debit and credit, and in the ledger, which has two columns for the purpose, debits are entered on the left and credits on the right. The meaning of these terms depends upon the nature of the account--for example, cash sales are debits to the cash account and credits to the sales account, payment of rent is a credit to the cash account and a debit to the expense account, etc. While the cash account entries are comparatively easy to reason out (receipts being debits and expenditures credits), this process is not nearly so easy for some of the other accounts. The best way to gain this knowledge is by following through a few steps in the accounting of a small business.

17A.4 Prerequisite to 17A.5 Identify statements as being true or false after reading a given selection.

17A.5 The ACCOUNT CLERK must be able to do independent research on methods of bookkeeping and legalities.

To accomplish this task, the student must be able to answer "what," "who," "when," and "where" questions using factual information from an article.

To demonstrate the ability to perform this task, the student will read the following article and answer the following questions:

1. What are the three accepted methods for determining depreciation?
2. Who decides which method is to be used?
3. Where does a business go to answer questions about depreciation methods?

There are a number of methods of computing depreciation charges. The method used in a particular instance is often a matter of the practice of the particular business, or for the particular type of asset. The choice of a method is not necessarily a unilateral decision of the individual business or accountant; the policy of governmental taxing agencies must frequently be considered, in view of the close relationship between depreciation charges and earnings. It is the policy of the U. S. Government to permit the annual depreciation deduction to be computed in any manner that is consistent with recognized trade practices. Three methods are specifically listed: straight-line method; declining-balance method; sum of the years-digits method. There are, however, certain other general methods of computing depreciation charges, which are permitted if they are so used as to give results consistent with the aforementioned methods.

19A.4 Prerequisite to 22E.4 Identify the main idea from a given speech which has just one main idea.

19A.11 Prerequisite to 22E.4 List facts from an oral statement which support the main idea.

20A.1 Prerequisite to 26A.1 Given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.

21A.3 Prerequisite to 22E.4 Given a date (day, month, date, year) write the date using correct punctuation and capitalization.

21A.5 Prerequisite to 22E.4 Given times of the day, be able to write time:

a. 8:00
b. eight o'clock
c. 8 o'clock.

21A.8 The ACCOUNT CLERK must be able to address pay envelopes.

To accomplish this task, the student must be able to, given a list of names and addresses, write items using proper capitalization and punctuation.

To demonstrate the ability to perform this task, the student will correctly print the following names and addresses on a separate sheet of paper:

ROD serling
14 Twilight St.
n y new york
10769

reginald rose
1701milky way #102
oswald n mexico
87642

paddy chayevsky
471A maxwell blvd
ruby michigan
44404

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.2 The ACCOUNT CLERK must be able to apply for a job.

To accomplish this task, the student must be able to complete a sample application form for employment in a legible manner.

To demonstrate the ability to perform this task the student will neatly fill out exhibit 73-B.

22C.25 Prerequisite to 22F.8 Select and use correct expressions in commonly misused subject-verb and pronoun agreements involving the following types:

a. singular and plural nouns;
b. subjects joined by "and";
c. singular and plural pronouns;
d. verb "to be" (is, are, was, were);
e. subjects separated from the verb by a phrase or clause.

22C.26 Prerequisite to 22F.8 Given the infinitive form of a verb and a group of sentences, supply the correct tense of the verb.

22C.30 Prerequisite to 22F.8 Rewrite given simple sentences by adding words, phrases, and clauses to modify the subject, verb, and object.

22C.42 Prerequisite to 22F.8 Given unpunctuated sentences, correctly punctuate, using capitalization, commas, quotation marks, etc.

22E.1 Prerequisite to 22E.4 Write down the exact words of a short message given orally.

22E.2 Prerequisite to 22E.4 Write the main ideas of a speaker.

22E.3 Prerequisite to 22E.4 Write notes on details or facts given by a speaker.

22E.4 The ACCOUNT CLERK must be able to take phone messages.

To accomplish this task, the student must be able to record oral information given by filling out an order form or other standard information sheet.

To demonstrate the ability to perform this task, the student will listen to the following message (read aloud by the instructor) and fill in the form below accurately, neatly, and completely:

Good morning. This is Kate Smith from Hertz and Heinrich attorneys-at-law. Would you please ask Fred Allen to call me between 2 and 4 this afternoon about the earnings statement. Thank you so much.

22F.7 Prerequisite to 22F.8 Write an outline of an article or a report, to contain four or five paragraphs, which includes the title and the topic sentence of each paragraph.

22F.8 The ACCOUNT CLERK must be able to write semi-annual or monthly job reports.

To accomplish this task, the student must be able to write a short article or report of four or five paragraphs using proper sentence structure, word usage, punctuation, and paragraph form on a topic of interest.

To demonstrate the ability to perform this task, the student will write a description of 3 or more paragraphs on a topic of interest to him, to be judged by the instructor on punctuation, word usage, sentence structure, and paragraph form.

22H.1 The ACCOUNT CLERK must be able to complete requisitions for payment.

To accomplish this task, the student must be able to, given a typical business form, purchase order, job order, sales slip, and necessary data in words and figures, correctly fill out the appropriate portions of the form.

To demonstrate the ability to perform this task, the student will complete exhibit 73-C neatly and accurately with the following information:

P. O. #1076431 put through on 12/7/78 needed by 1/1/79. To be bought from David Sarnoff, Inc., 1478 Brookline Ave., New York, N.Y. 02730. Requisition #14762 to be shipped via UPS to Commodore Dr., S.B. Items requested are: 16 H.A.L. 162 electric typewriters at $489.67 @;
24 4'x6' metal desks at $240.61 @;
28 chairs at $47.58 apiece (with a discount of 12%); and 1 electronic calculator at $375.10. Figure in 6.5% sales tax.

25A.5 The ACCOUNT CLERK must be able to give directions or instructions to co-workers on methods used or on how to fill out forms.

To accomplish this task, the student must be able to organize and express directions in a logical sequence.

To demonstrate the ability to perform this task, the student will explain to the instructor how to fill out the employment history section of exhibit 73-B (pg.2). The teacher will then judge the instructions on the basis of accuracy, completeness and understandability.

25C.1 The ACCOUNT CLERK must be able to locate offices or persons within an organization in order to clarify budget revisions or requisitions.

To accomplish this task, the student must be able to write the telephone number of a given person or organization using the alphabetical listing section of a telephone directory as reference.

To demonstrate the ability to perform this task, the student will locate in a telephone directory the names of at least three certified public accountants in the same city in which he resides.

25C.6 The ACCOUNT CLERK must be able to perform a large part of his work over the telephone.

To accomplish this task, the student must be able to practice, using inter-office or simulated phones, making and receiving a variety of local and long-distance telephone calls.

To demonstrate the ability to perform this task, the student will role-play a request for information, using exhibit 73-C as a base for determining:

a.) the P.O.#;
b.) the requisition #;
c.) verifying the vendor's name.

The instructor will role-play the department head and will answer the questions put forth by the student.

26A.1 The ACCOUNT CLERK must be able to file by unit, funding sources, year, and activities.

To accomplish this task, the student must be able to sort data by given classification criteria. (E.g., alphabetical order.)

N.B: The data can be in the forms of lists, numbers, words or on forms such as issue and receipt vouchers.

To demonstrate the ability to perform this task, the student will sort the following data by date and then, alphabetically, by last name:

Paul Nipkow (6/7/78)
Francis Jenkine (6/8/78)
Jackie Gleason (6/7/78)
Ed Sullivan (6/8/78)
Vladimir Zworykin (6/8/78)
Jack Paar (6/7/78)
Lucille Ball (6/8/78)
Jack Benny (6/7/78)

26D.1 The ACCOUNT CLERK must be able to set up lists of information for easy accessing.

To accomplish this task, the student must be able to set up a classification system for sorting of given data or objects.

N.B: The data/objects should be presented in a way to show an apparent need to sort for a specific reason as filing, warehousing or summarizing. The student must be told "why" so he can demonstrate mastery of "how."

To demonstrate the ability to perform this task, the student will sort the following data according to at least two different criteria:

T. Maccius Plautus	Rome	6/4/78	Lope de Vega	Madrid	6/7/78
Ben Jonson	London	6/5/78	Lucius Annaeus Seneca	Rome	6/6/78
Publius Terentius Afer	Rome	6/7/78	Christopher Marlowe	London	6/4/78
Louis Lumiere	Paris	6/5/78	William Shakespeare	London	6/5/78
Johann von Schiller	Berlin	6/7/78	Auguste Lumiere	Paris	6/5/78

STATE PRESCHOOL 73-A 1163

MONTHLY ATTENDANCE CHECK SHEET Fiscal Year 19 78 - 79

AGENCY Marion County Pre-School

Number of children 8 Days in Operation Various

Month	1 Total Number of Children Funded	2 Days Taught	3 Total Days Accountable (Col. 1 X Col. 2)	4 Actual Enrollment Last Day of Month	5 Days Not Enrolled	6 Days Absent Other than Illness (Unexcused)	7 Days Of Attendance	8 Col. 5 + Col. 6 + Col. 7 Should = Col. 3	9 Percent Attendance Col. 7 ÷ Col. 3
July									
Yr-to-Date									
August									
Yr-to-Date									
Sept.	6	15	90	5	12	2	76	90	84%
Yr-to-Date		15	90		12	2	76	90	84%
October	18	20	360	18	0	1	359	360	100%
Yr-to-Date		35	450		12	3	435	450	97%
November	20	22	440	20	0	2	438	440	100%
Yr-to-Date		57	890		12	5	873	890	98%
December									
Yr-to-Date									
January									
Yr-to-Date									
February									
Yr-to-Date									
March									
Yr-to-Date									
April									
Yr-to-Date									
May									
Yr-to-Date									
June									
Yr-to-Date									
TOTALS									

73-A

73-B

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code)

3. TELEPHONES
Home _____
Business _____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From _____ To _____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workmen's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 **EDUCATIONAL RECORD**

Circle Highest Grade Completed
8 / 9 10 11 12

Name and Location of Last Elementary or High School

Graduated? Yes ☐ No ☐

Name and Location of College or University

Major

Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificate (give certificate number and date); location of college placement file; and other related information as applicable.

13. **EMPLOYMENT INFORMATION** (Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer _____
Address _____
Supervisor's Name & Title _____ Phone _____
Your Title _____
Duties _____

From _____ mo. year
To _____ mo. year
Total _____ years months
Full Time ☐ Part Time ☐
Last Salary _____
Reason for leaving _____

Employer _____
Address _____
Supervisor's Name & Title _____ Phone _____
Your Title _____
Duties _____

From _____ mo. year
To _____ mo. year
Total _____ years months
Full Time ☐ Part Time ☐
Last Salary _____

14. **PERSONAL REFERENCES - GIVE THREE** (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

REQUISITION

73-C

No. 1165

TO: _____ (SUGGESTED VENDOR)

_____ (ADDRESS)

_____ (CITY)

SHIP TO

- [ ] 333 Main St., Redwood City, Ca. 94063
- [ ] 65 Tower Rd., San Mateo, Ca. 94402
- [ ] 1060 Middle Ave., Menlo Park, Ca. 94025
- [ ] 1280 Commodore Dr. W., San Bruno, Ca. 94066
- [ ] 1845 Rollins Rd., Burlingame, Ca. 94010
- [ ] 3601 Curtiss St., San Mateo, Ca. 94403
- [ ] 1290 Commodore Dr. W., San Bruno, Ca. 94066
- [ ]

P.O. NO	DATE OF P.O.	CONFIRMING TO	WHEN REQUIRED	SHIP VIA	ATTENTION OF

	QUANTITY				

A.C.E. COMPETENCY BASED JOB DESCRIPTION 74

OCCUPATIONAL TITLE: MAIL HANDLER (MESSENGER)

INSTRUCTIONAL OBJECTIVES JOB COMPETENCIES

FACT SHEET

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: Messenger-clerk (Mail Handler)

DOT CODE: 231.588 (4th Ed.: 209.587-026)

ACE Number: 74

CAREER LADDER

FIRST LEVEL

Mail Handler

SECOND LEVEL

Supervisor (Civil Service Exam)

THIRD LEVEL

Bank Teller - Mail Handler

D.O.T.'S GENERAL EDUCATIONAL DEVELOPMENT LEVEL: 3

SITE WHERE THE JOB CAN BE OBSERVED

San Mateo County Office of Education
333 Main Street
Redwood City, Ca.

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Number of Annual Jobs in San Mateo County 52. This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security applicant record system reports on local San Mateo County Employment Development job opening activity.

JOB PREREQUISITES: Valid California driver's license, Civil Service exam that stressed vocabulary and spelling, very little math.

JOB DESCRIPTION: Sorts incoming mail for distribution and dispatches outgoing mail: Opens envelopes by hand or with letter-opening machine. Stamps date and time of receipt on incoming mail. Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders and payments. Readdresses undeliverable mail bearing insufficient or incorrect address. Examines outgoing mail for appearance and seals envelopes by hand or with envelope-sealing machine. Stamps outgoing mail by hand or with postage meter. May fold letters or circulars and insert into envelopes (FOLDING-MACHINE OPERATOR). May distribute and collect mail. May weigh mail to determine that postage is sufficient. May keep record of registered mail. May address mail, using addressing machine (ADDRESSING MACHINE OPERATOR). May be designated according to type of mail handles as MAIL CLERK, BILLS.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF MESSENGER CLERK

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a messenger clerk.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The left hand column* states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

* The items in the left hand column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W. and Smith, A. DeW., Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
1A.1 Given a series of numbers in numeral form (e.g., 10, 20, 30), be able to copy series in hand-written form with 100% accuracy.	A messenger clerk must be able to fill out job orders. To accomplish this task, the student must be able to copy the numbers given by a prospective customer. To demonstrate the ability to perform this task, the student will copy the following numbers with 100% accuracy: 49583, 1009, 79867.
1A.3 Read a given whole number less than 10 million and write its name in words.	See 1A.5
1A.4 Write a whole number less than 10 million given the word name of the number.	See 1A.5
1A.5 Count a set of up to 100 objects and state or write the number of objects counted.	A messenger clerk must be able to count articles to be delivered and keep a record of deliveries made. To accomplish this task, the student must be able to count and record the number of objects counted. To demonstrate the ability to perform this task, the student will count the pencils on the desk and record the number.
1B.1 Perform additions of whole numbers given instructions such as: What is the total of 8 and 5? 8 plus 5 is ____. Find the sum of 8 and 5. Add 8 and 5. 8 + 5 = ____. 8 + 5	See 1B.2
1B.2 Find the sum of a set of whole numbers of 1-5 digits including cases where carrying is required.	A messenger clerk must be able to count and add pieces of mail for a monthly mailing report to the U.S. Post Office. To accomplish this task, the student must be able to perform additions of whole numbers. To demonstrate the ability to perform this task, the student will add the following:

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
	4,689 387 66 10 5,152
1B.4 Find the difference of two 1-5 digit numbers including cases where borrowing is required.	A messenger clerk must be able to report the total delivery stops completed in a day, and how many remain to be completed. To accomplish this task, the student must be able to find the difference when borrowing is required. To demonstrate the ability to perform this task, the student will determine that 176 - 139 = 37.
1C.1 Perform multiplication of whole numbers given instructions such as: 6 times 2 is ____; 6 x 2 ____. Three two's are____; 6 The product of 6 and 2 is____; x2	See 1C.2
1C.2 Find the product of a given pair of whole numbers of which one number is up to 5 digits and the other number up to 3 digits.	A messenger clerk must be able to correctly calculate the number of pieces of work to be done. To accomplish this task, the student must be able to multiply whole numbers. To demonstrate the ability to perform this task, the student will determine the answers to the following problems: a. 360 b. 45 c. 1060 x 12 x37 x 921 a. 4,320 b. 1,665 c. 976,260
1C.3 Perform division of two simple whole numbers (no remainder) given instructions such as:	See 1C.4

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
1C.4 Find quotients of 1-5 digit dividends and 1-3 divisors including cases where there are remainders.	A messenger clerk must be able to determine the amount to be charged for a certain amount of mail. To accomplish this task, the student must be able to divide whole numbers, including cases where there are remainders. To demonstrate the ability to perform this task, the student will solve the following problems: a. 35) 1496 b. 8) 42096
3E.1 Read a given value less than $10,000,000.00 and write its name in words.	See 3E.3
3E.2 Write a value less than $10,000,000.00, given the word name of the amount.	See 3E.3
3E.3 Add columns of dollars and cents values including amounts from $ .01 to $9,999.99.	A messenger clerk must be able to fill out order forms correctly. To accomplish this task, the student must be able to add columns of dollars and cents. To demonstrate the ability to perform this task, the student will add the following column of dollars and cents: $ 14.21 3.48 110.50 37.56

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
3E.5 Calculate the total cost of up to 25 items of equal value.	A messenger clerk must be able to price copying jobs. To accomplish this task, the student must be able to calculate the total cost of several jobs which cost the same. To demonstrate the ability to perform this task, the student will determine that 20 copies at 10 cents apiece would total $2.00.
6A.2 Weigh common objects on balance or spring loaded scales, correct within one unit of the scale readings.	A messenger clerk must be able to place correct postage on first class mail. To accomplish this task, the student must be able to weigh letters and packages on scales accurately. To demonstrate the ability to perform this task, the student will weigh two or three objects chosen by the instructor on a scale and read their weights accurately within one unit on the scale reading.
13A.2 Given the letters of the alphabet in manuscript form and in random order, read each letter correctly in the proper alphabetical order.	A messenger clerk must be able to read letters of the alphabet in sorting and delivering mail. To accomplish this task, the student must be able to read letters of the alphabet in correct order. To demonstrate the ability to perform this task, the student will read M A Z O P H as A H M O P Z.
15A.1 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).	See 15A.3
15A.2 Read words from the labels of frequently used products or of products used in a given occupation.	See 15A.3
15A.3 Read and use in an oral sentence words from a list of words common to the vocabulary of a given occupation.	A messenger clerk must be able to converse with customers and co-workers. To accomplish this task, the student must be able to understand occupational vocabulary.

INSTRUCTIONAL OBJECTIVES

JOB COMPETENCIES

To demonstrate the ability to perform this task, the student will match the following with 90% accuracy:

A. collate
B. postage
C. priority
D. allen wrench
E. message
F. insufficient
G. carbon copy
H. delivery
I. triplicate
J. fragile
K. first class

1. bringing something to a certain place
2. to make a duplicate of something using carbon-inked paper
3. the fee for postal services
4. repeated three times
5. mail such as letters, which are sealed against inspection
6. written or oral communication
7. easily broken, delicate
8. not enough
9. ranking in order of importance
10. an L-shaped tool which is inserted into a hole and turned
11. to collect or arrange in an order.

Key:

A 11, B 3, C 9, D 10, E 6, F 8, G 2, H 1, I 4, J 7, K 5.

1.0 Read aloud and explain a series of common functional signs (e.g., safety signs, road signs etc.).

A messenger clerk must be able to drive a car during working hours. To accomplish this task, the student must be able to recognise and explain common functional signs.

To demonstrate the ability to perform this task, the student will refer to the following and determine that the following read: Slow and Pedestrian Crossing:

INSTRUCTIONAL OBJECTIVES

16A.1 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.4 Given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claim and purchase orders, answer factual questions based on the data on the forms.

JOB COMPETENCIES

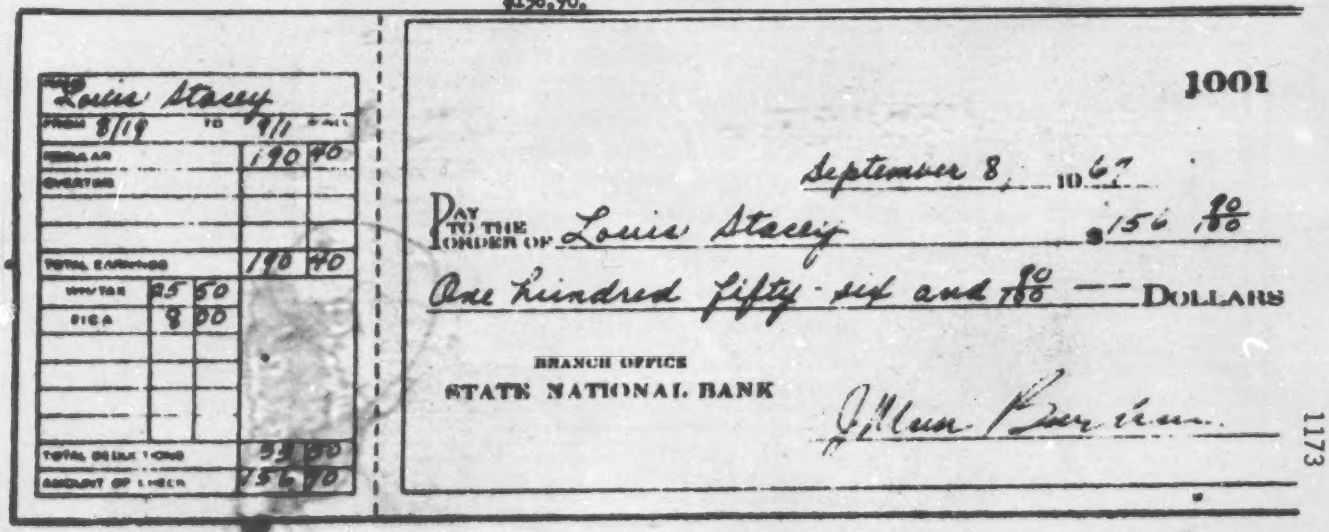
warning signs

regulatory

See 16A.4

A messenger clerk must be able to read a regular paycheck. To accomplish this task, the student must be able to answer factual questions based on the data on forms.

To demonstrate the ability to perform this task, the student will refer to the following check and stub and determine that Louis Stacey earned $190.40 in gross wages, $25.50 was deducted for withholding, $8.00 for Social Security, and that the net pay was $156.90.



Louis Stacey

FROM 8/19 TO 9/1

REGULAR			190 40
OVERTIME			
TOTAL EARNINGS			190 40
WITHTAX	25	50	
SOCIAL SECURITY	8	00	
TOTAL DEDUCTIONS			33 50
AMOUNT OF CHECK			156 90

1001

September 8, 19 67

PAY TO THE ORDER OF Louis Stacey $156 90/100

One Hundred Fifty-six and 90/100 — DOLLARS

BRANCH OFFICE
STATE NATIONAL BANK

J. Allen Barnham

1173

INSTRUCTIONAL OBJECTIVES

16A.4 Continued....

JOB COMPETENCIES

A messenger clerk must be able to do jobs correctly and efficiently. To accomplish this task, the student must be able to read job orders and determine facts from them.

To demonstrate the ability to perform this task, the student will read the following job order and determine the number of copies needed, the date needed and the paper size.

work request

SAN MATEO COUNTY OFFICE OF EDUCATION

NAME: J Alfred Prufrock	PHONE/EXT.: 3299	MUST BE COMPLETED NO LATER THAN: DATE 1/7/76 TIME 12:00 P.M.	
PROGRAM: MAMAC	ACCOUNT NUMBER: 123-14LF-137632-14-1241	DATE REQUESTED: 12/20/76	AUTHORIZED SIGNATURE (If applicable): T.S. Eliot

FORM TITLE OR JOB DESCRIPTION

1	150	X	
	8½ x 11		
	20# bond		
	YES (NO)		
	YES (NO)		
	YES (NO)		
	DELIVER (PICKUP)		

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
19A.12 List directions that were given by a speaker.	See 19A.15
19A.15 Perform a series of two or three activities which require recall of oral instructions. (The activities to be within the abilities of the student - recall is the item to be demonstrated.)	A messenger clerk must be able to do jobs according to the advice of a supervisor. To accomplish this task, the student must be able to follow instructions given by a boss. To demonstrate the ability to perform this task, the student will listen to the following instructions and then carry them out: a. examine the group of pencils in front of you; b. divide them into 2 groups, those with erasers and those without; c. separate each group into 2 more groups, pencils over 4 inches long and pencils under 4 inches long.
20A.1 Given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.	A messenger clerk must be able to sort some of the mail alphabetically. To accomplish this task, the student must be able to write the letters in correct order. To demonstrate the ability to perform this task, the student will write P M A Z X Y as A M P X Y Z.
21A.2 Given dates of the year, locate dates on a current calendar.	A messenger clerk must be able to perform jobs which are given deadlines. To accomplish this task, the student must be able to locate dates on a calendar. To demonstrate the ability to perform this task, the student will examine a calendar and locate the following days: January 5, 1977, June 10, 1977.
21A.4 Given a standard clock, tell correct time to within 5 minutes of actual time.	A messenger clerk must be able to get to work on time. To accomplish this task, the student must be able to tell time. To demonstrate the ability to perform this task, the student will read the clocks below and tell the instructor the correct time.

INSTRUCTIONAL OBJECTIVES

21A.8 Given a list of names and addresses, write items using proper capitalization and punctuation.

22D.1 Write short notes to self or to others which convey information such as appointments, telephone calls received, visitors, etc., which supply necessary data about who, when, where, what, why, and how.

JOB COMPETENCIES

A. 12:30

B. 12:15

A messenger clerk must be able to inspect outgoing mail to be sure all names and addresses are clear and complete. To accomplish this task, the student must be able to write names and addresses clearly.

To demonstrate the ability to perform this task, the student will write:

James Lang
1418 Mayfair Road, Apt. 8
Champaign, IL 91520

when given:

Mayfair Road, 1418
Apt. 8
Illinois
Champaign 91520
James lang

See 22E.4

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
22E.2 Complete a sample application form for employment in a legible manner.	A messenger clerk must be able to apply for a job. To accomplish this task, the student must be able to fill out a job application. To demonstrate the ability to perform this task, the student will refer to 74-A and fill it out completely and legibly.
22E.1 Write down the exact words of a short message given orally.	A messenger clerk must be able to take telephone messages for other employees. To accomplish this task, the student must be able to copy down the exact words of a message given orally. To demonstrate the ability to perform this task, the student will take down this message for John Brown: Meet me at 3rd and "E" Streets after work Edna Ferber.
22E.4 Record oral information given by filling out an order form or other standard information sheet.	A messenger clerk must be able to take phone orders. To accomplish this task, the student must be able to fill out forms accurately and legibly. To demonstrate the ability to perform this task, the student will refer to 74-B and complete it given the following information: order is from Adult Basic Education. account #135-14-124976-15L-1374, requested by C.P. Snow on January 16, 1977.
26A.1 Sort data by given classification criteria (e.g., alphabetical order.	A messenger clerk must be able to sort first class mail by zip codes. To accomplish this task, the student must be able to sort data by a given classification. To demonstrate the ability to perform this task, the student will sort 20 name and address cards into piles by zip code.

74-A

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) 3. TELEPHONES
Home _____
Business _____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From _____ To _____ NOTE: To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you [illegible]y disease, nervous disorder, physical disability or infirmity (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 **EDUCATIONAL RECORD**

Circle Highest Grade Completed 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. **EMPLOYMENT INFORMATION** (Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer _____ From _____ mo. year
Address _____ To _____ mo. year
Supervisor's Name & Title _____ Phone _____ Total _____ years months
Your Title _____ Full Time ☐ Part Time ☐
Duties _____ Last Salary _____
Reason for leaving _____

Employer _____ From _____ mo. year
Address _____ To _____ mo. year
Supervisor's Name & Title _____ Phone _____ Total _____ years months
Your Title _____ Full Time ☐ Part Time ☐
Duties _____ Last Salary _____

14. **PERSONAL REFERENCES - GIVE THREE** (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

74-B

REQUEST FOR USE OF CENTRAL SERVICE DEPT. MAILING SERVICES

FOR AGENCIES OTHER THAN COUNTY SUPT. OF SCHOOLS

TO: CENTRAL SERVICES -- Attention of Mail Department

FROM: County Superintendent of Schools (Dept. No. 613)

You are hereby requested to charge this special mailing for the

_____ (Name of Agency)

to the COUNTY SCHOOL SERVICE FUND, Account No. _____

DATE _____, 19___ Requested by _____

Approved by _____

Charge for special mailing . . . . . $ _____

INSTRUCTIONS: Prepare in triplicate. File 2 copies with mail and retain third copy in your files. On return of priced copy, forward same to Administration Division.

A.C.E. COMPETENCY BASED JOB DESCRIPTION 75
OCCUPATIONAL TITLE: PAYROLL CLERK

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: PAYROLL CLERK

D.O.T. CODE: 215.488 (4th Ed.: 215.482-010)

ACE NUMBER: 75

CAREER LATTICE:

FIRST LEVEL: Account Clerk Trainee

SECOND LEVEL: Account Clerk I

THIRD LEVEL: Account Clerk II

DOT's General Educational Development Level: 4

SITE WHERE THE JOB CAN BE OBSERVED:

San Mateo County Comptroller's Office
Old Court House
Redwood City, Ca. 94063

The Adult Competency Education Project
SAN MATEO COUNTY OFFICE OF EDUCATION
609 Price Ave., Redwood City, CA 94063
364-5600 Ext.

Number of Annual Jobs in San Mateo County: 40. This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security applicant record system reports on local San Mateo County Employment Development Department job opening activity.

Job Prerequisites: Graduation from high school and two years of experience in the preparation and processing of accounting documents and or financial records, including at least six months experience handling payroll matters. Business school or business college training in bookkeeping may be substituted on a year-for-year basis for high school education.

JOB DESCRIPTION (D.O.T.): Computes wages and posts wage data to payroll records: Computes earning from time sheets and work tickets, using calculator. Operates posting machine to compute and subtract deductions, such as income tax withholdings, social security payments, insurance, record card, check, check stub, and payroll sheet. May prepare and distribute pay envelopes. May compute wages for employees working on bonus, commission or piecework systems, and be designated as BONUS CLERK: COMMISSION CLERK: PIECEWORK TIME-CLERK.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

PAYROLL CLERK

Below are listed, first in general terms and then in specific competencies, the math and communication activities which a person must typically be able to carry out to function successfully as a payroll clerk.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The center column* states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

*The items in the center column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W. and Smith, A. De W., Generic Skills Handbook of Occupational Information, Training Research and Development Station and Development Station, Prince Albert, Saskatchewan, 1975.

1A.2 Prerequisite to 1A.5 Identify place value of digits in a given whole number with up to seven digits.

1A.3 Prerequisite to 3E.1 Read a given whole number less than ten million and write its name in words.

1A.4 Prerequisite to 3E.2 Write a whole number less than ten million given the word name of the number.

1A.5 The payroll clerk must be able to verify that each employee has turned in a time sheet.

To accomplish this task, the student must be able to count a set of up to 100 digits and state or write the number of objects counted.

To demonstrate the ability to perform this task, the student will count a stack of papers with 100% accuracy.

1B.1 Prerequisite to 1B.2 Perform additions of whole numbers given instructions such as:

What is the total of 8 and 5?
8 plus 5 is _____;
Find the sum of 8 and 5;
Add 8 and 5;

8 + 5 = _____;

$$\begin{array}{r} 8 \\ +5 \\ \hline \end{array}$$

1B.2 The payroll clerk must be able to determine the number of regular and overtime hours an employee has worked during a pay period.

To accomplish this task, the student must be able to find the sum of a set of whole numbers of 1-5 digits including cases where carrying is required.

To demonstrate the ability to perform this task, the student will solve the following additions:

a.	b.	c.	d.
87	59	40	62
102	+117	39	127
		51	1,987
		42	666

KEY: a. 189; b. 176; c. 172; d. 2,842.

1B.3 Prerequisite to 3E.4 Perform subtraction of whole numbers given instructions such as:

8 minus 5 is ____;
Subtract 5 from 8;
Find the difference of 8 and 5;
8 - 5 = _____;

If you had 8 and gave away 5, you would have _____;

$$\begin{array}{r} 8 \\ -5 \\ \hline \end{array}$$

1B.4 Prerequisite to 3E.4 Find the difference of two 1-5 digit numbers including cases where borrowing is required.

1C.3 Prerequisite to 5A.1 Perform division of two simple whole numbers (no remainder) given instructions such as:

6 divided by 2 is _____;
2 into 6 goes _____ times;
The quotient of 6 divided by 2 is _____;

6 ÷ 2 = _____;
2) 6 = _____;
$\frac{6}{2}$ = _____.

1C.4 Prerequisite to 5A.1 Find quotients of 1-5 digit dividends and 1-3 digit divisors including cases where there are remainders.

2A.2 Prerequisite to 5A.1 Reduce a fraction to its simplest form (lowest terms).

2B.1 Prerequisite to 5B.8 Calculate the sum in simplest form of two or three common fractions with like denominators.

2B.5 Prerequisite to 5B.8 Calculate the difference in simplest form of two common fractions with like denominators.

2C.1 Prerequisite to 5B.8 Calculate the product in simplest form of:

a. a common fraction and a whole number;
b. two common fractions.

2C.4 Prerequisite to 5B.8 Calculate the quotient in simplest form of:

a. a common fraction divided by a whole number;
b. two common fractions;
c. a whole number divided by a common fraction.

3A.1 Prerequisite to 3E.1 Read a given 1-4 place decimal fraction and write its name in words.

3A.2 Prerequisite to 3E.2 Write a 1-4 place decimal fraction given the word name of the number.

3B.1 Prerequisite to 3E.3 Calculate the sum of a set of decimal fractions.

3B.2 Prerequisite to 3E.4 Calculate the difference of two decimal fractions.

3C.1 Prerequisite to 3E.5 Calculate the product of two decimal fractions when rounding off is (a) required and (b) not required.

3C.2 Prerequisite to 3E.5 State or write the product of a number and a power of ten between .001 and 1,000 without written calculation.

3C.3 Prerequisite to 5A.1 Calculate to a given number of decimal places; the quotient of a whole number divided into:

a. a whole number larger than the divisor;
b. a whole number smaller than the divisor;
c. a decimal fraction.

3E.1 The payroll clerk must be able to post wage data to payroll records.

To accomplish this task, the student must be able to read a given value less than $10,000,000.00 and write or state its name in words.

To demonstrate the ability to perform this task, the student will read the following amounts of money and write their word names:

a. $4.57
b. $160.25
c. $107.01
d. $28,462.16

KEY: a. Four dollars and fifty-seven cents
b. One hundred sixty dollars and twenty-five cents
c. One hundred seven dollars and one cent
d. Twenty-eight thousand, four hundred sixty-two dollars and sixteen cents.

3E.2 The payroll clerk must be able to post wage data to payroll records given oral information.

To accomplish this task, the student must be able to write a value less than $10,000,000.00 given the word name of the amount.

To demonstrate the ability to perform this task, the student will listen to the following amounts of money (to be read aloud by the instructor) and write the values in numeral form on a separate sheet of paper:

a. Forty-seven dollars & sixty-nine cents
b. Nine hundred nine dollars & nine cents
c. Thirty-seven thousand, six hundred & thirty-two dollars

KEY: a. $47.69; b. $909.09; c. $37,632.00

3E.3 The payroll clerk must be able to compute a person's total wages including "straight" time and overtime pay.

To accomplish this task, the student must be able to add columns of dollars and cents values including amounts from $.01 to $9,999.99.

To demonstrate the ability to perform this task, the student will correctly perform the following sums:

a.	b.	c.	d.
$168.01	$222.43	$168.27	$4,678.23
.63	+ 109.67	204.97	6,121.99
		103.12	5,546.33
			2,107.98

KEY: a. $168.64; b. $332.10; c. $476.36; d. $18,454.53.

3E.4 The payroll clerk must be able to compute an employee's pay after deductions (both voluntary and involuntary.)

To accomplish this task, the student must be able to subtract one amount of money from another with values up to $10,000.00.

To demonstrate the ability to perform this task, the student will solve the problems below:

a.	b.	c.	d.
$87.12	$168.47	$968.08	$9,860.14
-15.00	-37.29	-112.10	- 976.25

KEY: a. $72.12; b. $131.18; c. $855.98; d. $8,883.89.

3E.5 The payroll clerk must be able to determine an employee's wages for a given pay period.

To accomplish this task, the student must be able to calculate the total cost of up to twenty-five items of equal value.

To demonstrate the ability to perform this task, the student will find the products indicated below:

a.	b.	c.
$3.76 per hour	$30.08 per day	$746.48 per month
8 hours/day	X 15 days	X 12 months per year

KEY: a. $30.08; b. $451.20; c. $8,957.76.

5A.1 The payroll clerk must be able to convert minutes of work into decimal parts of an hour for wage computation.

To accomplish this task, the student must be able to convert a fraction or mixed number to a decimal fraction.

To demonstrate the ability to perform this task, the student will determine the decimal equivalents of an hour (to 2 decimal places) for each number of minutes below:

a. 30 minutes c. 54 minutes e. 15 minutes
b. 12 minutes d. 20 minutes f. 10 minutes

KEY: a. .5; b. .2; c. .9; d. .33; e. .25; f. .17.

5B.8 The payroll clerk must be able to determine an employee's net pay, including deductions, sick leave, retirement, etc.

To accomplish this task, the student must be able to solve a routine word problem using addition, subtraction, multiplication, and/or division of decimal fractions and common fractions or mixed numbers.

To demonstrate the ability to perform this task, the student will solve the following problem:

Gugliemo Marconi earns $2.95 an hour at the James Maxwell Manufacturing Corporation. If he works overtime, he gets paid time and a half. If Gugliemo works 40 straight time hours and 3 hours overtime, determine his net pay if 1/19th of his pay is deducted for social security and F.I.C.A.

KEY: $124.38

6G.1 The payroll clerk must be able to figure the total hours an employee has worked during a pay period from time sheets and other records of hours.

To accomplish this task, the student must be able to subtract 12-hour clock times including cases where borrowing is required.

To demonstrate the ability to perform this task, the student will determine the number of hours worked in each of the examples below:

a. 6:30 A.M. to 11:20 A.M. c. 5:00 PM
b. 3:30 P.M. to 11:45 P.M. -8:30 AM

KEY: 4 hours & 50 minutes; 8 hours & 15 minutes; 8 hours & 30 minutes

7A.1 The payroll clerk must be able to read supervisors' and other employees' notations on the budget and payroll computer printouts.

To accomplish this task, the student must be able to identify "=" as "equals", ">" as "greater than," and "<" as "less than."

To demonstrate the ability to perform this task, the student will rewrite the following mathematical sentences using words to replace the symbols:

a. 23 ½ = 23.5
b. 18 > 12
c. 13.25 < 13.3

KEY: a. 23½ equals 23.5; b. 18 is greater than 12; c. 13.25 is less than 13.3

13A.1 Prerequisite to 13A.2 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

13A.2 The payroll clerk must be able to alphabetize the names of employees for submittal to EDP (electronic data processing.)

To accomplish this task, the student must be able to read a set of letters, given in random order, in the proper alphabetical order.

To demonstrate the ability to perform this task, the student will correctly read the following letters in alphabetical order:

O S C U L A T E

KEY: A,C,E,L,O,S,T,U.

15A.1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 The payroll clerk must be able to use common office products safely and properly.

To accomplish this task, the student must be able to read words from the labels of frequently-used products.

To demonstrate the ability to perform this task, the student will read aloud the following words and briefly explain their meanings:

duplicate	flammable	toxic
price	minutes	ventilation

15A.3 The payroll clerk must be able to converse with co-workers, supervisors and employees.

To accomplish this task, the student must be able to read and use in an oral sentence words from a list of words common to the occupation of payroll clerk.

To demonstrate the ability to perform this task, the student will read each of the words on the left aloud and correctly match each word with its correct definition on the right:

A.	debit	1. something subtracted or which could be subtracted
B.	wage	2. documentary record of a business transaction
C.	hourly	3. written acknowledgment that goods, money, or services have been received
D.	voucher	
E.	credit	4. pecuniary charge imposed by authority upon person or property for public purposes
F.	F.I.C.A.	
G.	receipt	5. money put into a bank
H.	deduction	6. acronym for the Federal Insurance Contributions Act (Social Security Tax)
I.	contract	
J.	S.D.I.	7. binding agreement between two or more persons or parties
K.	tax	8. entry on the left-hand side of an account constituting an addition to an expense or asset account, or a deduction from a revenue or liability account
L.	deposit	
M.	retirement fund	9. money put aside to provide a source of money when one retires
		10. entry on the right-hand side of an account indicating an addition to a revenue, denoting the net worth or liability account
		11. acronym denoting California state disability insurance
		12. payment for labor or services
		13. computed in terms of an hour, as wages

KEY: A-8, B-12, C-13, D-1, E-10, F-6, G-2, H-1, I-7, J-11, K-4, L-5, M-9

16A.1 Prerequisite to 16A.4 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.2 Prerequisite to 16A.4 Interpret terminology and abbreviations frequently found in forms.

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 The payroll clerk must be able to answer employee questions on number of exemptions claimed, effective date of salary increase, or amounts of deductions.

To accomplish this task, the student must be able to answer factual questions based on the data contained in common business forms.

To demonstrate the ability to perform this task, the student will refer to exhibit 75-A and answer these questions:

a. employee's name
b. employee number
c. daily rate of pay
d. retirement rate and code.

KEY: a. Hilbert P. Maunsiter; b. 109 778 23; c. $50.19; d. .0375, 23-467.

16B.1 Prerequisite to 16B.3 Describe the uses of charts and tables and define them as a visual way to give information in a compact and organized form.

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16B.2 Prerequisite to 16B.3 State the type of information recorded on given charts or tables.

16B.3 The payroll clerk must be able to encode a variety of forms accurately and quickly.

To accomplish this task, the student must be able to answer factual questions based on the data contained in a given reference chart or table.

To demonstrate the ability to perform this task, the student will examine exhibit 75-B and determine the following codes:

a. certificated on regular payroll;
b. San Mateo City School District;
c. classified employee overtime earnings with no retirement or OASDI;
d. classified employee/pay plan for a student worker employed 9/12/78 to 6/13/79.

16D.1 Prerequisite to 16D.6 Identify a manual as a handbook of instructions and/or information related to one topic, and give an example of a manual.

16D.2 Prerequisite to 16D.6 Identify the particular kind of information or directions included in a given manual, using the title, table of contents, and/or index as guide.

16D.3 Prerequisite to 16D.6 Identify the parts of a given manual which apply to a given situation using the table of contents and/or index as guide.

16D.6 The payroll clerk must be able to perform his duties based on regulations set down within the office policy manual.

To accomplish this task, the student must be able to, given a typical company manual or union agreement containing administrative policy, personnel and financial rules and regulations, answer factual questions based on the manual for items such as hours of work, rates of pay, vacation or other leave, grievances, promotion and discipline.

To demonstrate the ability to perform this task, the student will read exhibit 75-C and determine the following information:

a. The difference between regular pay and pay for steady work from 4:00pm to midnight;
b. The restrictions for being paid for a holiday;
c. Do regular employees whose schools close down for Christmas get paid for December 25 and January 1?

17A.7 Prerequisite to 19A.15 Do an exercise that requires recall of given instructions or information.

17A.13 Prerequisite to 19A.15 Given a set of written instructions involving activities to be performed by a number of people, and the particular roles, prepare a list and sequence of activities to be performed.

19A.15 The payroll clerk must be able to make temporary alterations in the budget or payroll due to information given over the telephone.

To accomplish this task, the student must be able to perform a series of two or three activities which require recall of oral instructions. (The activities to be within the abilities of the student- recall is the item to be demonstrated.)

To demonstrate the ability to perform this task, the student will listen to the following instructions (to be read aloud by the instructor) and carry them out:

a. Turn to exhibit 75-A
b. Cross out the retirement rate and write in .0335
c. Change the pay plan number from 519 to 327

20A.1 Prerequisite to 26A.1 Given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.

21A.3 Prerequisite to 22B.2 Given a date (day, month, date, year) write the date using correct punctuation and capitalization.)

21A.8 The payroll clerk must be able to address pay envelopes.

To accomplish this task, the student must be able to write names and addresses using proper capitalization and punctuation.

To demonstrate the ability to perform this task, the st dent will correctly rewrite the following addresses:

phyllis wheatley
112 #6 Jackson st
Worcester, Massa-
chusetts

benjamin banneker
1421 pennsylvania ave
washington dc

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.2 The payroll clerk must be able to apply for a job.

To accomplish this task, the student must be able to complete a sample application for employment legibly and accurately.

To demonstrate the ability to perform this task, the student will neatly fill out Exhibit 75-D.

22D.1 The payroll clerk must be able to take telephone messages for co-workers and supervisors.

To accomplish this task, the student must be able to write short notes to self or to others which convey information such as appointments, telephone calls received, visitors, etc., which supply necessary data about who, when, where, what, why and how.

To demonstrate the ability to perform this task, the student will jot down the important parts of the following oral message (read by the instructor):

This is Denmark Vesey of Douglass and Turner, Inc. Would you please tell Mary Bethune that I will meet her for 1½ hours tomorrow morning at 8:45. If she can't make it, please have her call me at extension 3690. Thank you very much.

25C.6 The payroll clerk must be able to telephone other departments to straighten out discrepencies in the payroll.

To accomplish this task the student must be able to simulate making and receiving a variety of local and long-distance telephone calls.

To demonstrate the ability to perform this task, the student will practice making various types of phone calls, identifying him/herself by name and "Payroll Department" asking for information on Hilbert Meusnier (exhibit 75A) as directed by the instructor.

26A.1 The payroll clerk must be able to arrange the control list file or time sheet file by numbers.

To accomplish this task, the student must be able to sort data by given classification criteria (e.g., alphabetical order.)
N.B. The data can be in the form of lists, numbers, words, or on forms such as issue and receipt vouchers.

To demonstrate the ability to perform this task, the student will sort the following entries first numerically by pay plan number and then, alphabetically by last names:

Harriet Tubman (114) B.Washington (199)
William DuBois (114) G. Carver (114)
Paul Robeson (154) A. Randolph (154)
Langston Hughes(171) Richard Wright(114)

75-A 1194

NOTICE OF EMPLOYMENT -- (CERTIFICATED)

PLEASE TYPE OR PRINT

DIST. NO.	P/R	EMPLOYEE NUMBER	SCHOOL	EMPLOYEE NAME (LAST)	(FIRST)	(INITIAL)
060	A1	109 778 23	GAUSS HI	MEUSNIER	HILBERT	F

EMPLOYEE ADDRESS (Number and Street)	(CITY)	(STATE)	ZIP CODE
1776 HAAR BOULEVARD	EUCLID	TEXAS	67854

PHONE	SEX	BIRTH DATE	MARITAL STATUS	TB X-RAY DATE	TAX EXEMPT.	DATE EMPLOYED	SOCIAL SECURITY NO.
261-8690	M	4/23/48	SINGLE	3/31/78		4/10/78	145-89-9064

NAME OF LAST PUBLIC AGENCY EMPLOYMENT	TERMINATION DATE	HAS EMPLOYEE WORKED FOR COUNTY SCHOOL DISTRICT AFTER JAN. 1, 1957? ☐ YES ☒ NO IF YES, NAME OF LAST DISTRICT
KEPLER MIDDLE SCHOOL	6/7/77	LAGRANGE LAST DATE WORKED 6/14/67 or CURRENTLY ☐

HAS EMPLOYEE BEEN MEMBER OF A RETIREMENT SYSTEM? YES X NO ___.
IF YES: X STRS ___ PERS ___ OTHER (SPECIFY):

HAVE RETIREMENT CONTRIBUTIONS BEEN WITHDRAWN?
YES ___ NO ___ APPROX. DATE: June 1968

POSITION	RETIREMENT RATE	CODE	IF ADULT CLASS TEACHER OR OTHER HOURLY EMPLOYEE: NUMBER OF HOURS PER 4-WEEK PERIOD
MATHEMATICS TEACHER	.0375	XG	

FULL TIME ANNUAL CONTRACT RATE	ACTUAL CONTRACT SALARY (1) (2)	% OF TIME	DAILY RATE	HOURLY RATE	MISC. RATE
$ 9,034.20 BASED ON 180 CONTRACT DAYS	$ BASED ON WORKING DAYS	100	$50.19	$8.365	—

CONTRACT SALARY PAYABLE IN 12 EQUAL INSTALLMENTS OF $ 752.85 BEGINNING 5/1/78 AND ENDING 4/30/78

CREDENTIAL CODES AND EXPIRATION DATES

CODE	MO	YR	CODE	MO	YR	CODE	MO	YR	CODE	MO	YR
ULC	6	60									

ACCOUNT AND PAYROLL CODE

STARTING DATE	FUND	LVL	LOC SCH	PRG/ DEPT	MAJOR	JOB CODE	PAY PLAN	RETIREMENT CODE	COMP. CODE	PAY RATE	MONTHLY NORMAL GROSS
MONTH APRIL	RS	12	B	Mth	Mth	256	519	23-467	87-90	$50.19	$1106.38
MONTH											
MONTH											
MONTH											
MONTH											

DATE APRIL 15, 1978 SIGNED Lombard Euler
RESPONSIBLE SCHOOL DISTRICT OFFICIAL

COUNTY OFFICE USE:
Posted to Permanent Record: 5/8/78 DUPLICATE TO E.D.P. 5/8/78

75-B

FOR DISTRICT USE ONLY

(1) U.S. CITIZEN? ☒ YES ☐ NO IF NATURALIZED, DATE: __/__/__ CERT. NO. _____
(2) IS EMPLOYEE NEW ___ or RE-EMPLOYED X IN THIS DISTRICT?
(3) IF RE-EMPLOYED, INDICATE LAST DATE OF PREVIOUS SERVICE 6/14/67
(4) SALARY RANGE 1106.38 and STEP 2 (5) WHERE WILL EMPLOYEE BE WORKING? DIVISION Secondary
LOCATION Gauss High School REMARKS _____
EMPLOYEE SIGNATURE: Hilbert F. Meusnier DATE: 4/16/78
PREPARED BY: J. B Laffrey APPROVED: Charles Dodgson (Personnel Director) APPROVED: Leon Carroll (Division Head)

(See Instructions on Back)

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SAN MATEO COUNTY SCHOOLS PAYROLL CODES

PAYROLL (IDENTIFICATION) CODES

	CODE NO.
Regular Payroll - Certificated	1
Regular Payroll - Classified	2
Variable Payroll - Certificated	3
Variable Payroll - Classified	4
Manual (Code 4) Register - Certificated	5 (1)
Manual (Code 4) Register - Classified	6 (1)

INPUT (CHANGES, ETC.) CODES

	CODE NO.
Additions (New Employee)	1
Changes (Employee Data)(Permanent Change)	2
Pay Adjustments (Salary Adjustment)	3
Manual Adjustments	4 (1)
Deletion of Record	5 (1)

COMPENSATION (COMP.) CODES

	CODE NO.
Monthly Pay Rate	1
Percentage of Full Time (On Mo.Basis)	3
Hourly Pay Rate	4
Weekly Pay Rate	5
Daily Pay Rate	8
Miscellaneous Payment	9

EMPLOYEE/PAY PLAN CODES

	CODE NO.
CERTIFICATED PAYROLLS:	
Regular Employee-School Term Service	11*
Regular Employee-July thru June "	12*
Regular Employee-Other Period of "	13*
Adult/Evening School	14*
Substitute	15*
Retired Teacher (Substitute)	16*
Home Teacher (Indiv.Instruction)	17*
Sabbatical (Or Other Leave) With Pay	18*
Exchange Teacher	19*
CLASSIFIED PAYROLLS:	
Regular, Full-Time	31*
Children's (Child Care) Center	32*
Cafeteria	33*
Student Worker	34*
Intermittent (Temp.Position) Employee	35*
Restricted (E.C. 13581.2)	36*
Certificated Service (Member of PERS)	49*
*Third Digit For Pay Plan Code:	
September to August	--1
July to June	--2
August to July	--3
September (Or Later) to June	--4
Variable (Part-Time)	--9

RETIREMENT DEDUCTION CODES

	CODE NO.
CERTIFICATED EMPLOYEE EARNINGS (S,T,R,S,):	
Subject to Retire. Deduction	01
Eligible But Not Subject to Deduction	02
Overtime --Not Subject to Deduction	34
Deduction Register Adjustments:	
Retire. Contributions Adjustment	02
Voluntary Additional Contributions	08
CLASSIFIED EMPLOYEE EARNINGS (P,E,R,S,):	
Non-Member (Less Than Half-Time)	
Deduct OASDI;No Retire.(Sequoia,Only)	30
No OASDI and No Retire.	31
Member Employees	
Deduct Full Retire; No OASDI	01
Deduct Full Retire. and OASDI	21
Deduct Modified Retire. and OASDI	36
Overtime Earnings	
No OASDI and No Retire.	34
Deduct OASDI But No Retire.	35
Deduction Register Adjustments:	
Retire.On Arrears Earnings	03
Voluntary Additional Contributions	08

SCHOOL DISTRICT CODES

	CODE NO.
Bayshore	001
Belmont	002
Brisbane	003
Burlingame	004
Hillsborough City	007
Jefferson	008
Laguna Salada Union	009
Las Lomitas	011
Menlo Park City	012
Millbrae	013
Portola Valley	016
Ravenswood City	017
Redwood City	018
San Bruno Park	019
San Carlos	020
San Mateo City	021
Woodside	006
Jefferson Union High	031
San Mateo Union High	033
Sequoia Union High	034
Cabrillo Unified	041
LaHonda-Pescadero Unified	042
South San Francisco Unified	040
San Mateo Junior College	050
County Service	060
County Service (N.Y.C. Payroll)	061

(1) For County Office Use, Only

(Voluntary Deductions Codes--Reverse Side)

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75-B

75-C

70.200.6 Placement When Demoted

A. An employee who accepts voluntary demotion may be placed on any step of the range of the lower class as determined by the Personnel Director, provided that he shall not receive a salary increase thereby. He shall retain the anniversary date established in the higher class.

B. The order in an involuntary demotion shall specify the step of the schedule at which the employee shall be placed. Step advancement shall be in accordance with Rule 70.200.2.

70.200.7 Night Work Differential

A. All positions, the regularly assigned time of which requires the incumbents to work one-half time or more between the hours of 5 p.m. and 7 a.m., Monday through Friday, shall be paid at monthly rates one step higher than the range for daytime employees (except holidays where appropriate overtime is paid). If such shifts normally occur less frequently than five days per week, such higher rate shall be paid only for those days on which such shifts occur.

B. Employees assigned to night work on a continuous basis who are ordered to temporary daytime work for periods not to exceed 10 working days each shall suffer no reduction in compensation by reason of the change. On the eleventh day, the employee shall revert to the daytime rate.

70.300 HOLIDAY PAY

70.300.1 Eligibility

All Classified Employees will be entitled to payment for authorized holidays, consistent with Education Code Section 13656 and the day following Thanksgiving, Christmas Eve Day and New Year's Eve Day, and for employees working on the central office calendar, one additional holiday per fiscal year, to be taken at the request of the employee, on any working day during the year consistent with the needs of the office and with approval of the division head as authorized by the Board of Education in accord with Education Code 5202, provided that they were in a paid status during any portion of the day immediately preceding or succeeding the holiday. When a classified employee is required to work on any of said holidays, he shall be paid compensation, or given compensating time off, for such work, in addition to the regular pay received for the holiday, at the rate specified in Education Code Section 13590.2.

70.300.2 School Holidays

Regular employees who are not normally assigned to duty during the school holidays which include December 25 and January 1 shall be paid for those two holidays, provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

75-C

75-D

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed: 8 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____
Reason for leaving ____

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER